

NOTICE PUBLICATION/REGULATIONS SUBMISSION

(See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-09)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-2009-0120-01	REGULATORY ACTION NUMBER 2009-0930-01C	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	

AGENCY WITH RULEMAKING AUTHORITY
California Department of Social Services

AGENCY FILE NUMBER (if any)
ORD #1008-07

FILED

In the office of the Secretary of State
of the State of California

NOV 10 2009

At 3:13 O'Clock P M.
DEBRA BOWEN, Secretary of State
By [Signature]
Deputy Secretary of State

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER 09, #5-2	PUBLICATION DATE 1-30-2009

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) SB 39, Child Fatality Reporting and Disclosure Requirements		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) 2008-1216-03E, 2009-0626-01EE
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)		
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 31-003 and 31-502 AMEND 31-002 31-003 and 31-502 REPEAL	
TITLE(S) MPP		

3. TYPE OF FILING			
☐ Regular Rulemaking (Gov. Code §11346)	☒ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	☐ Emergency Readopt (Gov. Code, §11346.1(h))	☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	☐ File & Print	☐ Print Only
☐ Emergency (Gov. Code, §11346.1(b))		☐ Other (Specify) _____	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

August 29, 2009 to September 13, 2009

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

☐ Effective 30th day after filing with Secretary of State	☒ Effective on filing with Secretary of State	☐ §100 Changes Without Regulatory Effect	☐ Effective other (Specify) _____
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

☐ Department of Finance (Form STD. 399) (SAM §6660)	☐ Fair Political Practices Commission	☐ State Fire Marshal
☐ Other (Specify) _____		

7. CONTACT PERSON Sandra Ortega, Chief, ORD	TELEPHONE NUMBER 657-2586	FAX NUMBER (Optional) 654-3286	E-MAIL ADDRESS (Optional) ord@dss.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <u>[Signature]</u>	DATE 9/24/09
TYPED NAME AND TITLE OF SIGNATORY ROBERT L. GARCIA, Chief Deputy Director	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

NOV 10 2009

Office of Administrative Law

Amend Section 31-002 to read:

31-002 DEFINITIONS (Continued)

31-002

(c) (Continued)

- (5) "Case Record" means an electronic and/or written record for each child receiving child welfare services including, but not limited to, the emergency response protocol. The Case Record contains all of the documentation requirements specified by the Division 31 regulations, and includes court documents maintained by the child welfare services agency, as defined in Rule 5.552 of the California Rules of Court.
(Continued)

(g) (Continued)

- (3) "Guardian" means a person appointed by the superior court pursuant to the provisions of Probate Code Section 1514, or appointed by the juvenile court pursuant to the provisions of Welfare and Institutions Code Section 366.25 or .26.
(Continued)

(r) (Continued)

- (7) "Risk assessment" means documented information collected from the child(ren), caregiver, and/or collateral support persons that evaluates the protective capacity of the caregiver, any likelihood for future maltreatment, the age and vulnerability of a child or children, while including objective values of different cultures that will not result in a disparity of treatment services provided to all families receiving child welfare services.

- (s) (1) "Safety assessment" means documented information collected from the child(ren), caregiver, and/or collateral support persons that evaluates and determines whether there are present dangers and/or imminent threats of serious harm/maltreatment to a child or children, while including objective values of different cultures that will not result in a disparity of treatment services provided to all families receiving child welfare services.

(2) (Continued)

(3) (Continued)

(4) (Continued)

(5) (Continued)

(6) (Continued)

(7) (Continued)

(8) (Continued)

(9) (Continued)

(10) (Continued)

Authority Cited: Sections 10553, 10554, and 10850.4, Welfare and Institutions Code and Assembly Bill 1695, Section 21.

Reference: Sections 300, 300(c), 300(e), 306(b), 309(d), 319, 319(f), 727, 11402, and 16507.5(b) (as amended by AB 1695, Chapter 653, Statutes of 2001), 361, 361.2, 361.2(h), 361.3, 361.3(a)(8), 361.4(a)(3)(A), (b), and (c), 362.7, 366.22, 366.3(e)(4) and (e)(8), 391, 636.1(c), 706.6(o), 727, 727.2, 4094, 4094.5, 4094.6, 4094.7, 5585.58, 5600.3, 10553, 10554, 10850.4, 11100, 11105, 11108.15, 11155.5, 11400(a), 11402, 11404, 11467.1, 16001.5, 16001.9, 16010, 16012, and 16501, 16501(a)(3), 16501.1(e)(9), 16501.1(f)(7), 16503, 16504, 16506, 16506(c), 16507.5(b), 16516.5, 16520, 16521, 17736, and 18951(d), Welfare and Institutions Code; Section 11165 et seq., Penal Code; Section 265, Civil Code; 42 U.S.C. Section 675; Sections 1502, 1502(a)(8), 1505.2 (as added by Assembly Bill 1544, Chapter 793, Statutes of 1997), 1522, 1522.06, and 1530.8, Health and Safety Code; 45 CFR 233.120; 42 U.S.C. 675(5); Sections 7002, 7901, 7911, 7911.1, and 7912, Family Code; Public Law 105-89 (Adoption and Safe Families Act of 1977), and Rule 5.552 of the California Rules of Court.

1. Adopt Section 31-003 to read:
2. Post Hearing: Amend Section 31-003(s)(1) to read:

31-003 DEFINITIONS - FORMS

31-003

- (a) (Reserved)
- (b) (Reserved)
- (c) (Reserved)
- (d) (Reserved)
- (e) (Reserved)
- (f) (Reserved)
- (g) (Reserved)
- (h) (Reserved)
- (i) (Reserved)
- (j) (Reserved)
- (k) (Reserved)
- (l) (Reserved)
- (m) (Reserved)
- (n) (Reserved)
- (o) (Reserved)
- (p) (Reserved)
- (q) (Reserved)
- (r) (Reserved)
- (s) (1) SOC 826 (Rev. ~~118~~/089) Child Fatality/Near Fatality County Statement of Findings and Information.
- (t) (Reserved)
- (u) (Reserved)

(v) (Reserved)

(w) (Reserved)

(x) (Reserved)

(y) (Reserved)

(z) (Reserved)

Authority Cited: Sections 10553, 10554, and 10850.4, Welfare and Institutions Code.

Reference: Sections 827 and 10850.4, Welfare and Institutions Code and 42 USC 5106.

1. Adopt Section 31-502 to read:
2. Post-Hearing: Amend Section 31-502 to read:

31-502 CHILD FATALITY REPORTING AND DISCLOSURE REQUIREMENTS 31-502

- ~~.1 The county shall submit a report to the Department for all child fatalities when there is reasonable suspicion, as defined in Penal Code Section 11166(a)(1), that a child fatality was caused by abuse and/or neglect.~~
- ~~.11 When the county learns that a child fatality has occurred and there is has reasonable suspicion that the fatality was ~~caused by a result of~~ abuse and/or neglect, the county shall ~~notify the Department by submitting the Child Fatality/Near Fatality County Statement of Findings and Information (SOC 826) form within five (5) business days~~ generate a referral within the Child Welfare Services/Case Management system, and the county shall respond to the referral as described in Section 31-101.~~
- .11 If the county finds an allegation to be inconclusive or substantiated, they shall complete the reporting requirements as described in Section 31-501.

HANDBOOK BEGINS HERE

- .111 The county may "learn" of the fatality in ways that may include, but not be limited to, a formal report, emergency response referral, a cross report from a law enforcement agency or a private party. Once this information is learned the standard condition of reasonable suspicion is applied.
 - (a) Penal Code Section 11166(a)(1) defines "reasonable suspicion" and states in pertinent part: "reasonable suspicion" for the purposes of this section means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.

HANDBOOK ENDS HERE

- ~~.112 Once information regarding a child fatality is learned and there is reasonable suspicion that the cause was due to abuse and/or neglect, the county shall generate a referral within the Child Welfare Services/Case Management System, and the county shall respond to the referral as described in Section 31-101.~~
- ~~(a) If the county finds an allegation to be inconclusive or substantiated, they shall complete the reporting requirements as described in Section 31-501.~~
- ~~.113 The following information shall be reported to the Department, using the SOC 826 form:~~

- (a) ~~The age and gender of the child.~~
- (b) ~~The date of death.~~
- (c) ~~Residence of child at the time of death.~~
 - (1) ~~Foster care placement as defined by Section 31-002(f)(8).~~
 - (2) ~~Parent or Guardian as defined by Sections 31-002(p)(1) and (g)(3).~~
- (d) ~~Whether an investigation is being conducted by a law enforcement agency and/or the county child welfare agency.~~

.2 ~~The county shall report additional information to the Department, using the SOC 826 form, upon the completion of the child abuse and/or neglect investigation of the deceased child. The subsequent report shall include the information listed in Section 31-502.113 as well as the following: The county shall submit a report to the Department for each child fatality when, upon completion of the child abuse and/or neglect investigation, it has been determined that the child fatality was the result of abuse and/or neglect. The county shall report this information to the Department using the SOC 826 form. The report shall include the following information:~~

.21 ~~Whether the child fatality was or was not determined to be a result of abuse and/or neglect. The age and gender of the child.~~

.22 The date of death.

.23 Residence of child at the time of death.

.231 Foster care placement as defined by Section 31-002(f)(8).

.232 Parent or Guardian as defined by Sections 31-002(p)(1) and (g)(3).

.24 Whether an investigation is being conducted by a law enforcement agency and/or the county child welfare agency.

.225 The agency that made the determination whether the child fatality was or was not the result of abuse and/or neglect:

.2251 CWS or Probation

A "determination" of abuse and/or neglect by CWS or Probation is the substantiation of abuse and/or neglect allegations as the direct cause of which resulted in the fatality.

.2252 Law Enforcement

A law enforcement investigation concludes that the child's death was a ~~direct~~ result of abuse and/or neglect.

~~.2253~~ Coroner/Medical Examiner

A coroner/medical examiner concludes that the child's death was a ~~direct~~ result of abuse and/or neglect.

HANDBOOK BEGINS HERE

~~.2254~~ Penal Code 11165.12(b) defines a "substantiated" report as one "that is determined by the investigator who conducted the investigation to constitute child abuse or neglect, as defined in Section 11165.6, based upon evidence that makes it more likely than not that child abuse or neglect, as defined, occurred."

HANDBOOK ENDS HERE

~~.23 If the child fatality is substantiated as a result of abuse and/or neglect, pursuant to Section 31-502.224, the findings and information related to the child fatality shall be included in the subsequent report to the Department.~~

.3 Upon public request, whether written, verbal, or via email or facsimile, the county shall ~~disclose~~ release information related to a child fatality to the requesting party in the following circumstances:

.31 When there is reasonable suspicion that the fatality was a result of abuse and/or neglect, the county shall provide the information as listed in Section 31-502.1132 to the requesting party within five (5) business days of receiving the request.

.32 Upon receiving the public request for information pursuant to Sections 31-502.33 and/or .34, the county shall notify counsel for any child directly or indirectly related to the deceased child's case record.

.33 When the agency, pursuant to Section 31-502.225, makes the determination that the child fatality was a result of abuse and/or neglect, the child resided with his/her parent or guardian, as defined by Sections 31-002(g)(3) and (p)(1), and the abuse and/or neglect was inflicted by the parent or guardian, the county shall release additional documents pertinent to that parent or guardian.

.331 The following information, subject to redactions specified in Section 31-502.4, shall also be released by the county upon public request within ten (10) business days of receiving the request or the determination of the investigation, whichever is later:

(a) All information listed in Section 31-502.1132.

- (b) Any emergency response referral information, completed by the county, which pertains to the abuse and/or neglect that ~~caused~~ resulted in the death of the child.
- (c) Any previous referrals of abuse or neglect specific to the deceased child that were determined to be inconclusive or substantiated while living with that parent or guardian.
- (d) Any cross reports relating to the deceased child that were completed by the county and sent to a law enforcement agency.
- (e) Any copies of police reports about the person against whom the child abuse and/or neglect was substantiated.
- (f) Any health care records, excluding mental health records, related to the child's death and previous injuries reflective of a pattern of abuse and/or neglect.
- (g) Any risk and safety assessments, as defined by Sections 31-002(r)(7) and 31-002(s)(1), relating to the deceased child that were completed by the county.

.34 When the agency, pursuant to Section 31-502.22~~5~~, makes the determination that the child fatality was a result of abuse and/or neglect, the child resided in foster care, and the abuse and/or neglect was inflicted by the foster parent(s), the county shall release additional documents pertinent to the foster parent(s).

.341 The following documents, subject to redactions specified in Section 31-502.4, shall also be released by the county to the requesting party within ten (10) business days of the request or the final determination of the investigation, whichever is later:

- (a) All of the information listed in Section 31-502.41~~321~~ through .25.
- (b) The emergency response referral information, completed by the county, which pertains to the abuse and/or neglect that ~~caused~~ resulted in the death of the child.
- (c) Any previous referrals of abuse or neglect specific to the deceased child that were determined to be inconclusive or substantiated while living with the foster parent(s).
- (d) Any cross reports relating to the deceased child that were completed by the county and sent to a law enforcement agency pertinent to the foster parent(s).
- (e) Any copies of police reports about the person(s) against whom the child abuse and/or neglect was substantiated.

- (f) Any health care records, excluding mental health records, related to the child's death and previous injuries reflective of a pattern of abuse and/or neglect inflicted by the foster parent(s).
- (g) Any risk and safety assessments, as defined by Sections 31-002(r)(7) and (s)(1), relating to the deceased child that were completed by the county pertinent to the foster parent(s).
- (h) Records pertaining to the foster parent's license and type of license or licenses held, if in the case record.
- (i) Records pertaining to the approval of the foster family home of the relative or non-related extended family member, including a caregiver assessment, and health and safety inspection of the home, if in the case record.
- (j) All documented licensing violations, including plans of correction, if in the case record.
- (k) Records of any training completed by the foster parent(s), if in the case record.
- (l) If licensing records pertaining to the foster parent(s) are not contained in the child's case record, the county shall release the documents and information specified in Sections 31-502.341(a) through (k) that are available within the case record and direct the requesting party to the appropriate licensing agency for any additional information or documents. For licensing/approval files maintained by the county, the county shall forward that part of the request to the appropriate county custodian of records.

.35 When a child fatality has occurred as a result of abuse and/or neglect by a non-residential licensed child care provider, the county shall direct any public request to the appropriate licensing department or agency that has jurisdiction over the facility.

.4 The county shall redact information that is privileged, confidential, or not subject to disclosure prior to public release.

HANDBOOK BEGINS HERE

- .41 This section does not apply to those entitled to unredacted records; for example, Welfare and Institutions Code Section 4903 states that counties are required, in some circumstances, to release information without redactions to the protection and advocacy agency in California.

HANDBOOK ENDS HERE

- .412 After consultation with law enforcement or the District Attorney, if the release of specific information would jeopardize a criminal investigation or proceeding, that information shall be redacted prior to release.
- .423 If disclosure of information ~~for~~ about a child, including the deceased child or any sibling of the deceased child, as listed in Sections 31-502.331(a) through (g) and Sections 31-502.341(a) through (k), may be detrimental to the well-being of another child, counsel for that child may petition the juvenile court to prevent the release of any document or part of a document requested, pursuant to Welfare and Institutions Code Section 827.
- .4231 To comply with federal law, 42 USC 5106, the county shall release the SOC 826 form, whether or not a petition has been filed in the juvenile court.
- .4232 Only information or documents that may pose potential detriment to a child who is directly or indirectly connected to the case, as found by the juvenile court, shall be redacted.
- .434 Information that shall be redacted includes:
- .4341 Names, except that the name of a county or state department or agency shall not be redacted.
- .4342 Addresses, except that the address of a county or state department or agency shall not be redacted.
- .4343 Telephone numbers, except that the public telephone number of a county or state department or agency shall not be redacted.
- .4344 Ethnicity.
- .4345 Religion.
- .4346 Social Security numbers or referral/case identifiers.
- .4347 Any other identifying information of any person or institution, other than the county or state department or agency information indicated in Sections 31-502.4341, .4342, and .4343.

- .445 The county shall adhere to all laws that govern confidentiality of the release of information.

HANDBOOK BEGINS HERE

- .4451 The following are examples of state laws and rules and are not intended to be an exhaustive list of such laws and rules.

- (a) ~~California Constitution: Article 1, Section 1~~
- (b) ~~Civil Code Sections 56.05 through 56.36~~
- (c) ~~Evidence Code Sections 990, 1010, 1560~~
- (d) ~~Family Code Sections 1818, 3111, 3118, 7643, 7805, 9200, 3041.5, 17212, and 17505~~
- (e) ~~Government Code: Public Records Act 6250-6276.48~~
- (f) ~~Health and Safety Code Section 255.7~~
- (g) ~~Penal Code Sections 293.5, 841.5, 851.8, 851.85, 1054.2, 1191.15, 1203.3(c), 4011.6, 11081, 11105, 11167.5, and 13300.~~
- (h) ~~Revenue and Tax Code Sections 19542 and 19548~~
- (i) ~~Welfare and Institutions Code Sections 300.2, 345, 676, 827, 828, 5328, 10850, and 11478.1~~
- (j) ~~Rules of Court, 3.60, 5.552, 7.1001(c), and 7.1050(e)~~

- .442 The following are examples of federal laws and are not intended to be an exhaustive list of such laws.

- (a) ~~5 USC Section 552a~~
- (b) ~~15 USC Section 1681(b)~~
- (c) ~~20 USC Sections 1232(g), 1417(e), and 1418(a)(8)~~
- (d) ~~26 USC Section 6103~~
- (e) ~~42 USC Sections 405, 671(a)(8), 671(a)(20)(c)(iii), 675(1), 675(5)(D), and 5106(a) and (b)~~
- (f) ~~45 CFR 160 and 164, Health Insurance Portability and Accountability Act.~~

(g) 45 CFR Sections 205.50, 302.34, 307.13, 1340.14(i), and 1340.20

(a) Family Code Sections 3041.5, 3111, and 7643

- (1) Family Code Section 3041.5 provides for alcohol and drug testing in judicial proceedings concerning custody, visitation, and guardianship. The results of such tests are confidential and shall be redacted.
- (2) Family Code Section 3111 provides for confidential child custody evaluation reports in cases of contested child custody and contested visitation rights. For example, one family member may object to visits from another family member. Documents from such cases are in the files of the Superior Court, or the Juvenile Court. If such evaluation reports are found in the case record, they shall be redacted.
- (3) Family Code Section 7643 provides for confidentiality of court proceedings to establish the identity of a child's father. Records of such proceedings shall be redacted.

(b) Health and Safety Code Section 1255.7 and 1522

- (1) Health and Safety Code Section 1255.7 provides for "safe-surrender site" and for the confidentiality of any identifying information that pertains to a parent or individual who surrenders a child pursuant to this section. Any identifying information that pertains to a parent or an individual who surrenders a baby under this section is exempt from disclosure and, therefore, if this information is in the case record, this information shall be redacted.
- (2) Health and Safety Code Section 1522 provides for a process to obtain fingerprints, the criminal history, and a criminal records clearance or criminal records exemptions for persons working with or in contact with clients in a community care facility, foster family home or certified family home of a licensed foster family agency. This statute also provides for the confidentiality and privacy of this information. If any of this information is found in the case record it shall be redacted.

(c) Penal Code Sections 851.8, 11081, 11105, 11167.5, and 13300

- (1) Penal Code Section 851.8 provides for the sealing and destruction of arrest records if a determination of factual innocence was made by the court. If the Child Welfare Agency still maintains such records in the case record those records shall be destroyed.

- (2) Penal Code Section 11081 provides the general rule that there is no access to any criminal offender record information obtained from the Department of Justice unless otherwise authorized by law. This information shall be redacted if it is part of the case record.
 - (3) Penal Code Section 11105 provides that Child Welfare Agency may obtain summary criminal history information from the Department of Justice. This information shall be redacted if it is part of the case record.
 - (4) Penal Code Section 11167.5 provides that all reports of child abuse or neglect by mandated reporters shall be confidential and may be disclosed only to authorized persons or agencies. Reports of suspected child abuse or neglect may only be disclosed to authorized persons. Therefore, reports written pursuant to 11166, 11166.2, or authorized by 11166.05 may not be disclosed. Any information that may identify a mandated reporter that is maintained in the case record shall be redacted.
 - (5) Penal Code Section 13300 allows several government agencies, including child welfare agencies, to obtain "local summary criminal history information," more commonly known as "rap sheets." Rap sheet information concerning the perpetrator(s) of neglect or abuse that has come from a local criminal justice agency shall be redacted. Rap sheet information concerning the criminal history of persons other than the perpetrator(s) of neglect or abuse shall be redacted. Information about the criminal history of the perpetrator(s) of neglect or abuse that has come from sources other than a "rap sheet," such as police reports, the individual concerned, family members, child welfare department personnel, or any other documents subject to disclosure pursuant to Welfare and Institutions Code Section 10850.4 shall not be redacted.
- (d) Welfare and Institutions Code Section 11478.1
- (1) Welfare and Institutions Code Section 11478.1 requires public agencies to maintain the confidentiality of information gathered for purposes of child and spousal support enforcement. (See 42 U.S.C., Chapter 7, Part D, Section 651.) Documents generated or acquired for purposes of child or spousal support enforcement, as well as information derived from such documents, shall be redacted. Information that could have been acquired for purposes of child or spousal support enforcement, but which actually was acquired through other channels (for example: mother tells Child Welfare Services caseworker how much father earns) shall not be redacted.

HANDBOOK ENDS HERE

- .456 When a public request is made for documents other than those listed in Sections 31-502.331(a) through (g) and Sections 31-502.341(a) through (l), the county shall only release this information upon an order from the juvenile court pursuant to Welfare and Institutions Code Section 827.
- .467 All case records shall be retained as described in Sections 31-075.2 through .21. The county is not required to retain case record documents beyond any date otherwise required by law.
- .478 The county is not required to obtain documents that are not within the child's case record as defined in MPP Section 31-002(c)(5).

Authority Cited: Sections 10553, 10554, and 10850.4, Welfare and Institutions Code.

Reference: Penal Code Sections 11165.12, 11166, and 11169; 42 USC 5106; 45 CFR 1340.15(b), and Sections 827, 4903, and 10850.4, Welfare and Institutions Code.

**CHILD FATALITY/NEAR FATALITY
COUNTY STATEMENT OF FINDINGS AND INFORMATION****INSTRUCTIONS:**

Counties shall complete this form for each child fatality/near fatality determined to be a result of abuse and/or neglect. The form shall be submitted to CDSS within ten business days of notification of final determination from the investigating agency.

For a child fatality, complete parts A and B.

For a child near fatality, complete parts A and C.

PART A - ALWAYS COMPLETE THIS INFORMATION FOR CDSS SUBMISSION

Date form completed: _____ ☐ Fatality ☐ Near Fatality

Note: Redact information in this box prior to the public release of this document.

CWS/CMS 19 DIGIT REFERRAL # OF CHILD VICTIM: _____

COUNTY CONTACT AND PHONE NUMBER (INDIVIDUAL THAT CDSS WOULD CONTACT FOR ADDITIONAL INFORMATION): _____

COUNTY WHERE INCIDENT OCCURRED: _____

REPORTING COUNTY (IF DIFFERENT): _____

CHILD'S GENDER:

☐ MALE ☐ FEMALE

CHILD'S AGE: _____

DATE OF FATALITY/NEAR FATALITY (IF KNOWN): _____

RESIDENCE OF THE CHILD AT THE TIME OF THE ABUSE/NEGLECT THAT RESULTED IN THE FATALITY/NEAR FATALITY:

☐ Home of parent/
legal guardian ☐ Foster Care/Out-of-Home Care

INVESTIGATION CONDUCTED BY:

☐ Law Enforcement ☐ CWS/Probation

PART B - CHILD FATALITY FINDINGS - CONCLUSION OF INVESTIGATING AGENCY

DETERMINATION MADE BY:

☐ Coroner/
Medical Examiner ☐ Law Enforcement ☐ CWS/Probation

FINDING OF CHILD FATALITY DUE TO (CHECK ALL THAT APPLY):

☐ Crime ☐ Suicide ☐ Non-Accidental ☐ Undetermined ☐ Other: _____

PART C - CHILD NEAR FATALITY FINDINGS - CONCLUSION OF INVESTIGATING AGENCY

DETERMINATION MADE BY:

☐ Physician ☐ Law Enforcement ☐ CWS/Probation

FINDINGS OF CHILD NEAR FATALITY DUE TO (CHECK ALL THAT APPLY):

☐ Crime ☐ Attempted
Suicide ☐ Non-Accidental ☐ Undetermined ☐ Other: _____

DO NOT INCLUDE A NARRATIVE; CHECK THE APPROPRIATE BOXES ABOVE.

**Please fax this form to:
Children's Services Operations Bureau,
Attention: Bureau Chief at (916) 651-8144.**

NOTICE PUBLICATION/REGULATIONS SUBMISSION

(See instructions on reverse)

STD. 400 (REV. 01-09)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-	REGULATORY ACTION NUMBER 2009-1029-02N	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
		2009 OCT 29 PM 4:19 OFFICE OF ADMINISTRATIVE LAW	
NOTICE		REGULATIONS	

AGENCY WITH RULEMAKING AUTHORITY
California Department of Social Services

ORIGINAL
For use by Secretary of State only

FILED

In the office of the Secretary of State of the State of California

DEC 15 2009

At 3:12 O'Clock P M.
DEBRA BOWEN, Secretary of State
By [Signature]
Deputy Secretary of State

AGENCY FILE NUMBER (If any)
ORD #0909-09

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER	PUBLICATION DATE

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) MPP Section 70-104.2 Editorial Correction		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)	
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)		ADOPT	
		AMEND Section 70-104	
TITLE(S) MPP		REPEAL	
3. TYPE OF FILING			
☐ Regular Rulemaking (Gov. Code §11346) ☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) ☐ Emergency (Gov. Code, §11346.1(b)) ☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. ☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1) ☐ Emergency Readopt (Gov. Code, §11346.1(h)) ☐ File & Print ☐ Other (Specify) _____ ☒ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100) ☐ Print Only			
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs., title 1, §44 and Gov. Code §11347.1)			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
☐ Effective 30th day after filing with Secretary of State ☐ Effective on filing with Secretary of State ☒ §100 Changes Without Regulatory Effect ☐ Effective other (Specify) _____			
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
☐ Department of Finance (Form STD. 399) (SAM §6660) ☐ Fair Political Practices Commission ☐ State Fire Marshal ☐ Other (Specify) _____			
7. CONTACT PERSON Sandra Ortega, Manager, Office of Regulations		TELEPHONE NUMBER (916) 657-2586	FAX NUMBER (Optional) (916) 654-3286
E-MAIL ADDRESS (Optional)			

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE

DATE

TYPED NAME AND TITLE OF SIGNATORY
JOHN A. WAGNER, DIRECTOR

10/25/09

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

DEC 15 2009

Office of Administrative Law

NOTICE PUBLICATION/REGULATIONS SUBMISSION

STD. 400 (REV. 01-09) (REVERSE)

INSTRUCTIONS FOR PUBLICATION OF NOTICE AND SUBMISSION OF REGULATIONS

Use the form STD. 400 for submitting notices for publication and regulations for Office of Administrative Law (OAL) review.

ALL FILINGS

Enter the name of the agency with the rulemaking authority and agency's file number, if any.

NOTICES

Complete Part A when submitting a notice to OAL for publication in the California Regulatory Notice Register. Submit two (2) copies of the STD. 400 with four (4) copies of the notice and, if a notice of proposed regulatory action, one copy each of the complete text of the regulations and the statement of reasons. Upon receipt of the notice, OAL will place a number in the box marked "Notice File Number." If the notice is approved, OAL will return the STD. 400 with a copy of the notice and will check "Approved as Submitted" or "Approved as Modified." If the notice is disapproved or withdrawn, that will also be indicated in the space marked "Action on Proposed Notice." Please submit a new form STD. 400 when resubmitting the notice.

REGULATIONS

When submitting regulations to OAL for review, fill out STD. 400, Part B. Use the form that was previously submitted with the notice of proposed regulatory action which contains the "Notice File Number" assigned, or, if a new STD. 400 is used, please include the previously assigned number in the box marked "Notice File Number." In filling out Part B, be sure to complete the certification including the date signed, the title and typed name of the signatory. The following must be submitted when filing regulations: seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification) and the complete rulemaking file with index and sworn statement. (See Gov. Code § 11347.3 for rulemaking file contents.)

RESUBMITTAL OF DISAPPROVED OR WITHDRAWN REGULATIONS

When resubmitting previously disapproved or withdrawn regulations to OAL for review, use a new STD. 400 and fill out Part B, including the signed certification. Enter the OAL file number(s) of all previously disapproved or withdrawn filings in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). Submit seven (7) copies of the regulation to OAL with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). Be sure to include an index, sworn statement, and (if returned to the agency) the complete rulemaking file. (See Gov. Code §§ 11349.4 and 11347.3 for more specific requirements.)

EMERGENCY REGULATIONS

Fill out only Part B, including the signed certification, and submit seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). (See Gov. Code § 11346.1 for other requirements.)

NOTICE FOLLOWING EMERGENCY ACTION

When submitting a notice of proposed regulatory action after an emergency filing, use a new STD. 400 and complete Part A and insert the OAL file number(s) for the original emergency filing(s) in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). OAL will return the STD. 400 with the notice upon approval or disapproval. If the notice is disapproved, please fill out a new form when resubmitting for publication.

CERTIFICATE OF COMPLIANCE

When filing the certificate of compliance for emergency regulations, fill out Part B, including the signed certification, on the form that was previously submitted with the notice. If a new STD. 400 is used, fill in Part B including the signed certification, and enter the previously assigned notice file number in the box marked "Notice File Number" at the top of the form. The materials indicated in these instructions for "REGULATIONS" must also be submitted.

EMERGENCY REGULATIONS - READOPTION

When submitting previously approved emergency regulations for re adoption, use a new STD. 400 and fill out Part B, including the signed certification, and insert the OAL file number(s) related to the original emergency filing in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B).

CHANGES WITHOUT REGULATORY EFFECT

When submitting changes without regulatory effect pursuant to California Code of Regulations, Title 1, section 100, complete Part B, including marking the appropriate box in both B.3. and B.5.

ABBREVIATIONS

Cal. Code Regs. - California Code of Regulations
Gov. Code - Government Code
SAM - State Administrative Manual

For questions regarding this form or the procedure for filing notices or submitting regulations to OAL for review, please contact the Office of Administrative Law Reference Attorney at (916) 323-6815.

Amend Section 74-104.2 to read:

70-104 DETERMINATION OF SERIOUS CRIME VICTIMS 70-104
ELIGIBILITY FOR TCVAP BENEFITS AND SERVICES (Continued)

- .2 Eligibility for state-funded services for victims of serious crimes will be terminated when the recipient's application for a U Visa has been finally administratively denied, as defined in Section 70-103.511, or when the ~~60-month~~ program time limitation has been reached, whichever comes first.

Authority cited: Section 10553, Welfare and Institutions Code, Senate Bill 1569 (Chapter 672, Statutes of 2006).

Reference: Sections 13283 and 18945, Welfare and Institutions Code.

ORIGINAL

STATE OF CALIFORNIA—OFFICE OF ADMINISTRATIVE LAW

NOTICE PUBLICATION/REGULATIONS SUBMISSION

(See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-09)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-2009-0616-11	REGULATORY ACTION NUMBER	EMERGENCY NUMBER 2009-1216-03EE
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For use by Office of Administrative Law (OAL) only

2009 DEC 16 PM 2:33

OFFICE OF
ADMINISTRATIVE LAW

FILED

In the office of the Secretary of State
of the State of California

DEC 22 2009

At 2:02 O'Clock P M.
DEBRA BOWEN, Secretary of StateBy [Signature]
Deputy Secretary of State

NOTICE

REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY
California Department of Social ServicesAGENCY FILE NUMBER (If any)
ORD #0309-03**A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)**

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER	PUBLICATION DATE

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Title IV-E Foster Care Overpayment Regulations	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) 2009-0619-07E
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2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)

SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT
	AMEND Sections 11-425, 22-001, 22-003, 22-009, 45-302, 45-303, 45-304, 45-305, and 45-306
	REPEAL
TITLE(S) MPP	

3. TYPE OF FILING

☐ Regular Rulemaking (Gov. Code §11346)	☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	☒ Emergency Readopt (Gov. Code, §11346.1(h))	☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)		☐ File & Print	☐ Print Only
☐ Emergency (Gov. Code, §11346.1(b))	☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	☐ Other (Specify) _____	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

☐ Effective 30th day after filing with Secretary of State	☐ Effective on filing with Secretary of State	☐ §100 Changes Without Regulatory Effect	☒ Effective other (Specify) <u>December 28, 2009</u>
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

☐ Department of Finance (Form STD. 399) (SAM §6660)	☐ Fair Political Practices Commission	☐ State Fire Marshal
☒ Other (Specify) <u>County Welfare Directors Association</u>		

7. CONTACT PERSON

Everardo Vaca, Analyst	TELEPHONE NUMBER (916) 657-2363	FAX NUMBER (Optional) (916) 654-3286	E-MAIL ADDRESS (Optional) evaca@dss.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

NAME OF AGENCY HEAD OR DESIGNEE

DATE

TITLE OF SIGNATORY

a, Chief Deputy Director

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

DEC 22 2009

Office of Administrative Law

NOTICE PUBLICATION/REGULATIONS SUBMISSION

STD. 400 (REV. 01-09) (REVERSE)

**INSTRUCTIONS FOR PUBLICATION OF NOTICE
AND SUBMISSION OF REGULATIONS**

Use the form STD. 400 for submitting notices for publication and regulations for Office of Administrative Law (OAL) review.

ALL FILINGS

Enter the name of the agency with the rulemaking authority and agency's file number, if any.

NOTICES

Complete Part A when submitting a notice to OAL for publication in the California Regulatory Notice Register. Submit two (2) copies of the STD. 400 with four (4) copies of the notice and, if a notice of proposed regulatory action, one copy each of the complete text of the regulations and the statement of reasons. Upon receipt of the notice, OAL will place a number in the box marked "Notice File Number." If the notice is approved, OAL will return the STD. 400 with a copy of the notice and will check "Approved as Submitted" or "Approved as Modified." If the notice is disapproved or withdrawn, that will also be indicated in the space marked "Action on Proposed Notice." Please submit a new form STD. 400 when resubmitting the notice.

REGULATIONS

When submitting regulations to OAL for review, fill out STD. 400, Part B. Use the form that was previously submitted with the notice of proposed regulatory action which contains the "Notice File Number" assigned, or, if a new STD. 400 is used, please include the previously assigned number in the box marked "Notice File Number." In filling out Part B, be sure to complete the certification including the date signed, the title and typed name of the signatory. The following must be submitted when filing regulations: seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification) and the complete rulemaking file with index and sworn statement. (See Gov. Code § 11347.3 for rulemaking file contents.)

RESUBMITTAL OF DISAPPROVED OR WITHDRAWN REGULATIONS

When resubmitting previously disapproved or withdrawn regulations to OAL for review, use a new STD. 400 and fill out Part B, including the signed certification. Enter the OAL file number(s) of all previously disapproved or withdrawn filings in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). Submit seven (7) copies of the regulation to OAL with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). Be sure to include an index, sworn statement, and (if returned to the agency) the complete rulemaking file. (See Gov. Code §§ 11349.4 and 11347.3 for more specific requirements.)

EMERGENCY REGULATIONS

Fill out only Part B, including the signed certification, and submit seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). (See Gov. Code §11346.1 for other requirements.)

NOTICE FOLLOWING EMERGENCY ACTION

When submitting a notice of proposed regulatory action after an emergency filing, use a new STD. 400 and complete Part A and insert the OAL file number(s) for the original emergency filing(s) in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). OAL will return the STD. 400 with the notice upon approval or disapproval. If the notice is disapproved, please fill out a new form when resubmitting for publication.

CERTIFICATE OF COMPLIANCE

When filing the certificate of compliance for emergency regulations, fill out Part B, including the signed certification, on the form that was previously submitted with the notice. If a new STD. 400 is used, fill in Part B including the signed certification, and enter the previously assigned notice file number in the box marked "Notice File Number" at the top of the form. The materials indicated in these instructions for "REGULATIONS" must also be submitted.

EMERGENCY REGULATIONS - READOPTION

When submitting previously approved emergency regulations for re adoption, use a new STD. 400 and fill out Part B, including the signed certification, and insert the OAL file number(s) related to the original emergency filing in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B).

CHANGES WITHOUT REGULATORY EFFECT

When submitting changes without regulatory effect pursuant to California Code of Regulations, Title 1, section 100, complete Part B, including marking the appropriate box in both B.3. and B.5.

ABBREVIATIONS

Cal. Code Regs. - California Code of Regulations
Gov. Code - Government Code
SAM - State Administrative Manual

For questions regarding this form or the procedure for filing notices or submitting regulations to OAL for review, please contact the Office of Administrative Law Reference Attorney at (916) 323-6815.

Amend Section 11-425.122 to read:

11-425 RESPONSIBILITIES OF COUNTY WELFARE DEPARTMENTS

11-425

.1 The county welfare and probation departments' responsibilities shall include, but not be limited to, the following: (Continued)

.12 Recommending the establishment of a new program by a new or existing provider, or a program change which is either more than one RCL greater than the original RCL determination or a program change to RCL 13 or 14. (See Sections 11-402.41, .42, and .43). The recommendation is to include: (Continued)

.122 Provider is capable of effectively and efficiently operating the program.

(a) The county shall use reasonable efforts to determine whether a new or existing Board of Directors member, Executive Director, licensee and Program Administrator were employed in similar capacities in a corporation that has not fully repaid any overpayment of AFDC funds, or was the respondent in a community care license revocation accusation within the past three years. Reasonable efforts shall include contacting the department, Foster Care Rates and Audits Bureau, and the Community Care Licensing Division. If the county determines that one or more of these persons were employed in similar capacities in such a corporation, the county cannot determine that the provider is capable of effective and efficient program operation, unless the county finds that compelling reasons exist to believe that the person or persons so identified are now capable of effective and efficient program operation, and shall include those reasons in the recommendation. (Continued)

Authority cited: Sections 10553 and 10554, Welfare and Institutions Code, and Chapter 1294, Statutes of 1989, Section 23; and Senate Bill 84, Chapter 177, Statutes of 2007, Section 32.

Reference: Sections 11462(g)(2), 11462(i)(2), ~~and~~ 11462.01(b), and 11466.23, Welfare and Institutions Code.

Amend Section 22-001(c)(2) to read:

22-001 DEFINITIONS

22-001

The following definitions shall apply wherever the terms are used throughout Division 22.
(Continued)

(c) (2) Claimant - The person who has requested a state hearing and is or has been any of the following:

(G) ~~Repealed by Manual Letter No. CFC-07-01, effective 1/24/07.~~

A foster care provider, including group homes and foster family agencies, who request a hearing to challenge a county action to recover an overpayment under Sections 45-304, 45-305, and 45-306, except for overpayments requests made by a county pursuant to Section 45-304.124. (Continued)

Authority cited: Sections 10553, 10554 and 10604, Welfare and Institutions Code; and Senate Bill 84, Chapter 177, Statutes of 2007, Sections 32 and 33.

Reference: Sections 10051, 10613, 10950, 10963, 11209, 11323.6, ~~and~~ 11323.8, 11466.23, 11466.235, and 11466.24, Welfare and Institutions Code; Sections 6700, 6701, 11425.10, and 11425.60, Government Code; 45 CFR 205.10; 45 CFR 205.10(a)(4)(i)(B); and 45 CFR 255.4(j)(1) and Part 256.

Amend Section 22-003.1 to read:

22-003 RIGHT TO A STATE HEARING

22-003

.1 A state hearing shall be available to a claimant who is dissatisfied with a county action and requests a hearing in the manner set forth below. (Continued)

.15 There is no right to a state hearing regarding overpayments made to foster care providers including group homes and foster family agencies where the claimant entered into a voluntary repayment agreement, or where the county requested voluntary repayment under MPP Section 45-305.231.

Authority cited: Sections 10553, 10554, and 10604, Welfare and Institutions Code; and Senate Bill 84, Chapter 177, Statutes of 2007, Sections 32 and 33.

Reference: Sections 10613, 10950, ~~and~~ 11209, 11466.23, 11466.235, and 11466.24, Welfare and Institutions Code; 45 CFR 205.10; 45 CFR 235.112(c)(2); 45 CFR 255.4(j)(1) and 256.4(b); and Madrid v. McMahon (1986) 183 Cal. App. 3rd 151, In Re Jennifer G. (1990) 221 Cal App. 3rd 752 and In Re Moriah T. (1994) 23 Cal. App. 4th 1366.

Amend Section 22-009.1 to read:

22-009 TIME LIMIT ON REQUEST FOR A STATE HEARING

22-009

- .1 The request for a state hearing shall be filed within 90 days after the date of the action or inaction with which the claimant is dissatisfied.
- .11 Except as provided for in Section 45-306.3 ~~If~~ the claimant received an adequate and language-compliant notice of the county action, the request for hearing shall be filed within 90 days after the notice was mailed or given to the claimant. If adequate notice was required but a notice was not provided, or if the notice is not adequate and/or language-compliant, any hearing request (including an otherwise untimely hearing request) shall be deemed to be a timely hearing request. (Continued)

Authority cited: Sections 10553 and 10554, Welfare and Institutions Code; and Senate Bill 84, Chapter 177, Statutes of 2007, Sections 32 and 33.

Reference: Sections 10950, ~~and~~ 10951, 11466.23, 11466.235, and 11466.24, Welfare and Institutions Code and Morales v. McMahon (1990) 223 Cal App. 3rd 184, 272 Cal. Rptr. 688.

Amend Section 45-302.2 to read:

45-302 PAYMENT (Continued)

45-302

.2 Payment Conditions (Continued)

.23 Child Temporarily Absent

.231 When an AFDC-FC eligible child is temporarily absent from an eligible facility such as for school, work or training program, hospitalization, visiting, vacationing, emergency circumstances, the county shall have the option of making payment to the eligible facility from which the child is absent in order to meet the child's needs. The payment shall be made to one of the payees listed in Section 45-301.1 or 45-301.2.

(a) A child is determined to be temporarily absent when he/she is absent for no more than 14 days in a calendar month.

(ab) (Continued)

HANDBOOK BEGINS HERE

Section 8.3B, Question #7, Child Welfare Policy Manual limits temporary absences to a period not to exceed 14 days:

"The State may provide a full month's title IV-E foster care maintenance payment to the licensed provider if the brief absence does not exceed 14 days and the child's placement continues with the same provider. Otherwise, the State must prorate its claims if the child is absent from the placement for more than a reasonable brief period."

The Administration for Children and Families, Region IX, has determined that a reasonable brief period is no more than 14 days in a calendar month. Below are some examples provided by Region IX that speaks to the issue of temporary absence.

EXAMPLE #1: The youth is in a foster home placement and unexpectedly runs away from the placement on January 24th. The child returns to the same home 14 days later on February 7th. Could the county provide two full months of a foster care payment to the provider?

Because the child was not absent in January for more than 14 days and was not absent in February for more than 14 days the county could provide two full months of foster care payments to the provider.

EXAMPLE #2: The youth is in a foster home placement and unexpectedly runs away from the placement on January 24th and returns to the same home 18 days later on February 11th. In this scenario could the county pay the provider a full month of IV-E maintenance payment for January?

The county could pay the full months of January AND February since the child was not absent more than 14 days in each month.

EXAMPLE #3: The youth is in a foster home placement and runs away from placement (or is hospitalized) from January 2nd to the 14th and then again from January 20th through 27th. In this scenario could the county pay the provider a full month of IV-E maintenance payment for January?

Because the youth was absent from placement for more than 14 days in the calendar month, the county would have to prorate the maintenance payment to reduce the payment by the number of days exceeding 14 days in the calendar month.

HANDBOOK ENDS HERE

.24 (Continued)

Authority cited: Sections 10553, 10554, and 11209, Welfare and Institutions Code.

Reference: Section 7911.1, Family Code; and Sections 361.21, 366, 727.1, 11017, 11056, 11400(f), 11401, 11402, 11403, 11405, 11269, 11466.24, and 16516.5, Welfare and Institutions Code; Section 472(a)(1), Social Security Act.

Amend Section 45-303 to read:

45-303 PAYMENT DELIVERY

45-303

.1 (Continued)

.2 As a condition of Payment Delivery, the county may require a foster care provider to:

.21 Timely report that a child received care from the provider for the entire month.

.22 Timely report the date the child left the provider's care when the provider did not care for the child for the entire month or the number of days in the month the provider cared for the child when the child leaves and returns after a temporary absence of 15 days or more; and

.23 Provide all relevant verifications upon county request.

.3 Where the county has required a provider to comply with Section 45-303.2, failure by the provider to provide the information required may result in the payment being delayed by no later than 15 days after the information is submitted to the county.

Authority cited: Sections 10553 and 10554, Welfare and Institutions Code; and Senate Bill 84, Chapter 177, Statutes of 2007, Section 33.

Reference: Section 11466.235, Welfare and Institutions Code.

Amend Section 45-304 to read:

45-304 AFDC-FC OVERPAYMENTS FOR FOSTER FAMILY HOMES, 45-304
~~RELATIVE HOMES, NONRELATIVE EXTENDED FAMILY~~
~~MEMBERS, AND NON-RELATED LEGAL GUARDIANS~~
CARE PROVIDERS - GENERAL

- .1 Overpayment Recovery for Foster Care Providers, including but not limited to, Group Homes, Foster Family Agencies, Small Family Homes, Foster Family Homes, Relative Homes, Nonrelative Extended Family Members, and Non-related Legal Guardians
- .11 An overpayment is any amount of aid paid which a foster care provider received on behalf of a child to which the provider was not entitled. ~~A provider is not entitled to aid where the provider did not care for the child in his or her home for the period of time for which he or she was paid.~~
- .111 Each county must develop and institute a program of internal controls to avoid making overpayments.
- (a) The program may include policies and activities conducted prior to the issuance of payment.
- (b) As a condition of Payment Delivery, Section 45-303, the county may require a foster care provider to:
- (1) Timely report that a child received care from the provider for the entire month.
- (2) Timely report the date the child left the provider's care when the provider did not care for the child for the entire month or the number of days in the month the provider cared for the child when the child leaves and returns after a temporary absence of 15 days or more; and
- (3) Provide all relevant verifications upon county request.
- (c) Where the county has required a provider to comply with Section 45-303.2, failure by the provider to provide the information may result in the payment being delayed by no later than 15 days after the information is submitted to the county.
- .112 If the foster care provider reports, or if the county otherwise determines, that the foster child resided in foster care placement for less than the full month, the county shall prorate the payment, unless Section 45-304.123 applies.

.113 An overpayment does not occur when the county exercises the option to make payment to an eligible facility for an absent child, for a period not to exceed 14 days in a calendar month, in accordance with Section 45-302.231.

.12 The county shall take all reasonable steps necessary to promptly ~~correct and collect any assess whether an~~ overpayments ~~that are discovered by the county on or after January 1, 1999~~ has occurred.

.121 Overpayment assessments shall include discovery of the overpayment and documentation of the overpayment.

(a) Discovery of overpayments. The county shall ensure that a program of internal controls exists and operates on an ongoing basis to discover, in a timely manner, payments made to a foster care provider for which that provider was not eligible to receive.

(1) Methods of discovering the existence of payment errors and determining the amount of the payment error shall be implemented and include, but not be limited to: supervisorial review of payments made; reconciliation between social worker or probation officer and eligibility worker information; and a quality assurance system.

(b) Documenting overpayments. The county shall document the amount of the overpayment, the actual dates of the days overpaid, the date of discovery of the overpayment, the aid code for which the overpayment was made, and include a description of the circumstances that resulted in the payment error.

(c) The overpayment is not identified until it has satisfied the requirements in Section 45-304.5.

.122 The county shall demand and collect overpayments from a Foster Family Home, an approved home of a relative or non-relative extended family member, an approved home of a nonrelated legal guardian, Group Homes, Small Family Homes and Foster Family Agencies for any period of time in which the foster child was not cared for in that home, except as provided in Sections 45-304.123 and 45.304.125.

.1213 The county shall not demand collection of overpayments made to a Foster Family Home, an approved home of a relative or non-relative extended family member, or an approved home of a nonrelated legal guardian, where any of the following conditions exist:

(a) The child was temporarily absent from the provider's home and payment was made to the provider to meet the child's needs pursuant to Section 45-302.231;

(ba) (Continued)

(eb) (Continued)

(dc) The provider did not have knowledge of, and did not contribute to, the cause of the overpayments or.

(e) ~~The cost of the collection exceeds the amount of the overpayment.~~

.124 For overpayments described in Section 45-304.123, the county may request that the provider voluntarily return an overpayment, provided that the county informs the provider that the provider has no legal or other obligation to return the overpayment, and that failure to return the overpayment will not result in any adverse action against the provider and the child/children in the home.

.125 The county shall not pursue collection of overpayments made to an overpaid foster care provider where the cost of the collection exceeds the amount of the overpayment.

(e)(1)

(a) Costs which the county shall consider when determining the cost effectiveness to collect are total administrative and personnel costs, legal filing fees, investigative costs, and any other costs which are applicable.

(b) The county shall have a written debt write-off policy approved by the county Board of Supervisors covering situations including, but not limited to:

(1) Where the debtor cannot be located.

(2) Where the debtor is unable to pay.

(3) Where the costs of further overpayment recovery actions will exceed estimated recovery amounts.

(4) An amount not to exceed \$100.

(c) The county shall maintain adequate documentation supporting its decision to write off an overpayment. Adequate documentation shall include, but not be limited to:

(1) A description of all actions, including the dates of those actions that have been taken to recover the overpayment, and the results from those actions.

- (2) A description of reasonable steps that could be taken in the future to continue recovery efforts, unless it has been determined and documented that the cost of recovery exceeds the collectible amount.
- (3) The costs and benefits of engaging in these further collection actions.
- (4) The basis for the decision to pursue/not pursue collection of the overpayment.
- (5) The date when recovery actions were terminated on the overpayment.
- (6) If Section 45-304.125(b)(4) applies to an overpayment, then adequate documentation shall consist of documenting the amount of the overpayment.

.126 The county shall not demand collection of overpayments made to non profit corporations operating group homes or foster family agencies that are no longer in business or licensed by the department.

- (a) The county shall not initiate a financial or fiscal audit, or any activity that could lead to the establishment of an overpayment of a group home or foster family agency that is no longer in business or licensed by the department, without prior written approval of the department. This provision does not apply to law enforcement activities under the Penal Code.
- (b) The county shall not take any action in furtherance of an existing financial or fiscal audit, or any activity that could lead to the establishment of an overpayment of a group home or a foster family agency that is no longer in business or licensed by the department, without prior written approval of the department. This provision does not apply to law enforcement activities under the Penal Code.

.1227 Nothing in Sections 45-304.1242, .123 or .124 prevents counties from collecting an overpayment which results from the payment of aid paid pending.

.2 Investigations of Overpayments

.21 When information indicates that an overpayment may have occurred, the county shall take the following actions: (Continued)

- ~~.212 If an overpayment is discovered, determined whether any of the factors in Section 45-304.121 preclude overpayment recovery. Calculate the amount of the overpayment;~~
- ~~.213 If none of the factors in Section 45-304.121 preclude recovery, calculate the overpayment; Determine whether any of the factors in Section 45-304.123 or .124 preclude overpayment recovery. If none of the factors in Section 45-304.123 or .124 preclude recovery then:~~
- ~~.214 (a) Determine from whom the overpayment may be recovered (see Section 45-304.3);~~
- ~~(b) Comply with the requirements in Section 45-305.~~
- ~~(c) The county may seek voluntary collection consistent with Section 45-305.231.~~
- .214 If after performing the actions required under Section 45-305, full recovery of the overpayment is not achieved, then the county shall determine whether to pursue collection of the overpayment as specified in Section 45-304.125.
- ~~.215 Determine the appropriate recovery method (see Section 45-305) and the amount to be recovered.~~

.3 Overpayment Recoupment (Continued)

.32 (Continued)

HANDBOOK BEGINS HERE

- ~~.321 Section 45-304.32 does not prohibit those overpayment collection procedures detailed in Section 45-305.22 or .23.~~

HANDBOOK ENDS HERE

- .33 For overpayments made to group homes and foster family agencies, an offset to the administrative portion of any subsequent payments shall be used to recover the amount of the overpayment. See Section 45-305 for offset methodology.

.4 Limitations on Recoupment of Overpayments

- .41 A county shall not collect interest on the repayment of an overpayment unless Section 45-305.33 applies.

.42 A county shall not ~~notify a provider or institute~~ initiate overpayment recovery procedures where it has been more than a year since the initial determination of an overpayment after one year from the date the county discovers the overpayment.

.421 The county shall continue to recover an overpayment after one year from the date the county discovers the overpayment where the overpayment recovery was initiated within one year of the date the county discovered the overpayment.

HANDBOOK BEGINS HERE

~~.421 The initial determination~~ discovery of the overpayment may occur more than a year after the actual overpayment occurred and recovery shall be sought unless prohibited by Section 45-304.123. The date of ~~determination~~ discovery is controlling, not the date of the actual overpayment.

HANDBOOK ENDS HERE

.422 This section does not prohibit the county from entering into voluntary or involuntary repayment schedules which last longer than a year from the date of the initial ~~determination~~ discovery of the overpayment.

.423 (Continued)

.5 County Identification and Remittance of Overpayments (See Section 45-304.12)

.51 If the overpaid provider does not request a review of the county overpayment determination, the overpayment shall be identified two (2) days after the date the overpaid provider's time frame to request a review has elapsed.

.52 If the overpaid provider requests review of the county's overpayment determination (under Section 45-306), the date the overpayment is identified shall be the date the overpaid provider exhausts administrative due process (under Section 45-306).

.53 The county shall, no later than 20 calendar days after the end of the month in which the overpayment was identified, make an aid claim adjustment in an amount equal to 60 percent of the federal share of the overpayment amount for all overpayments identified other than overpayments specified in Sections 45-304.122, .123 and .124.

.54 The county shall not be required to remit the federal share of any overpayment that is uncollectible pursuant to statute or court order, as specified below:

.541 Overpayments which are uncollectible under Section 45-304.123.

.542 Overpayments which are uncollectible by operation of Section 45-304.125(b)(4).

- .543 Overpayments which are uncollectible under Section 45-304.125, provided that the county maintains adequate documentation as described in Section 45-304.125(c).
- .544 Overpayments which are uncollectible under Section 45-304.126, provided that the county complies with Section 45-304.126(a) and (b).
- .55 The county shall report to the department all identified legally uncollectible overpayments and uncollected overpayments due to operation of Sections 45-304.123, .124 and .125 on a monthly basis.

Authority cited: Sections 10553 and 10554, Welfare and Institutions Code; and Senate Bill 84, Chapter 177, Statutes of 2007, Sections 32 and 33.

Reference: Sections 11400, 11466.23, 11466.235, and 11466.24, Welfare and Institutions Code; Section 338 Code of Civil Procedure; Section 472(a)(1), Social Security Act.

Amend Section 44-305 to read:

45-305 COLLECTIBLE AFDC-FC OVERPAYMENTS FOR FOSTER FAMILY HOMES, RELATIVE HOMES, AND NON-RELATED LEGAL GUARDIANS - CARE PROVIDERS; METHODS OF OVERPAYMENT RECOVERY 45-305

- .1 Using ~~an appropriate county~~ the Statewide developed Notice of Action form NA 1261 (6/09), which is incorporated by reference, the county shall inform the provider of the overpayment and inform the provider that he or she is required to repay the overpayment. This form shall not be used in connection with an overpayment that the provider has no legal obligation to repay. The Statewide developed Notice of Action form NA 1261 shall also notify the provider ~~that the provider can either voluntarily repay the overpayment or that an involuntary overpayment collection procedure will be instituted against the provider of:~~
- .11 The amount of the overpayment calculated by month;
- .12 The date or dates the overpayment was made, and the date the overpayment was discovered by the county;
- .13 The program in which the overpayment was made, and the reason or cause for the overpayment;
- .14 Voluntary Repayment Options and Procedures, including voluntary grant offset;
- .15 Involuntary Repayment procedures and related consequences if voluntary repayment is not agreed to or entered into;
- .16 The provider's right and time frame to request an informal hearing pursuant to MPP Section 45-306; and
- .17 The provider's right and time frame to request a State hearing pursuant to MPP Division 20.
- .42 Voluntary Repayment Procedures
- .21 A provider may voluntarily agree to repay an assessed overpayment in the following order of priority:
 - .211 Voluntary Lump Sum Repayment, MPP Section 45-305.22.
 - .212 Voluntary Repayment Agreement, MPP Section 45-305.23.
 - .213 Voluntary Grant Offset, MPP Section 45-305-24.

.22 Voluntary Lump Sum Repayment

.221 A provider may voluntarily repay an assessed overpayment by making a lump sum payment to the county on or before the date the provider and county have agreed repayment would be received.

.44 23 Voluntary Repayment Agreement

.44 231 If a provider is willing agrees to voluntarily repay the assessed overpayment, the county and the provider shall sign a written repayment agreement with the provider indicating that includes the amount of the overpayment, and delineating the terms of repayment, including the repayment schedule, and the consequences for failure to comply with the terms of the voluntary repayment agreement.

(a) The agreement shall provide that the provider has sufficient funds to provide adequate care and supervision to all children in care after payment.

(b) The agreement shall provide that during the period the agreement is in effect it is the responsibility of the provider to timely inform the county of circumstances under which continued payment under the voluntary repayment agreement may result in insufficient funds to provide adequate care and supervision to all children in care.

(c) Consequences for failure to comply with the terms of the voluntary repayment agreement may include, but are not limited to, restrictions on current and future placements, involuntary repayment, and monetary damages that relate to increased administrative costs incurred by the county due to the provider's non-compliance.

(d) The agreement shall provide that by agreeing to a voluntary repayment the provider is waiving rights to appeal the overpayment determination and the amount of the overpayment, pursuant to MPP Section 22-003.15.

HANDBOOK BEGINS HERE

MPP Section 22-003.15 provides:

"There is no right to a state hearing regarding overpayments made to foster care providers including group homes and foster family agencies where the claimant entered into a voluntary repayment agreement, or where the county requested voluntary repayment under MPP Section 45-305.231."

HANDBOOK ENDS HERE

- (e) The agreement can be amended only by written consent of both parties.

.124 Voluntary Grant Offset

~~.1241~~ Voluntary grant offset should be explained by the county to those providers where the provider is still providing foster care services to the child for whom the overpayment was assessed. A voluntary grant offset is not available where the provider is only providing services to a different foster child(ren) than the child for whom the overpayment was assessed. If the provider agrees to a voluntary grant offset, the provider and the county shall sign a written voluntary grant offset agreement that includes the amount of the overpayment, the amount to be offset, and the duration of the offset.

- (a) ~~If the recipient offers to repay the overpayment by foregoing a portion of a grant for the child for whom the overpayment was assessed, the county shall obtain, in writing, an agreement to repay. The agreement shall provide that the provider has sufficient funds to provide adequate care and supervision to all children in care after deduction of grant offset.~~
- (b) ~~If the recipient agrees to a grant offset, at no time shall t~~The amount deducted from the child's current grant be no more than 10 percent of the child's total grant.

HANDBOOK BEGINS HERE

Example: (1) Provider Jones has three foster children in her home, Jenny, Johnny, and Joe. An overpayment in the amount of \$400 is assessed for Joe. Joe's monthly payment is \$408. The provider agrees to a voluntary grant offset. \$40 is subtracted form Joe's monthly payment, for a total monthly payment of \$368, for 10 months. Neither Jenny nor Johnny's payments are reduced.

\$408 (monthly grant)
x .10% (maximum)

\$40 (amount to be deducted from monthly grant)

\$408 (monthly grant)
- \$ 40

\$368 (new monthly grant for 10 months)

HANDBOOK ENDS HERE

- (c) Voluntary grant offset may be applied only to the grant of a child for whom the overpayment was assessed. If the recipient provider agrees to a grant offset, at no time shall any amount be deducted from the grant of a child other than the child for whom the overpayment was assessed.

HANDBOOK BEGINS HERE

Example: (†) Provider Jones has three foster children in her home, Jenny, Johnny, and Joe. An overpayment in the amount of \$400 is assessed for Fred who had lived in Provider Jones' house last month. Grant adjustment is not available.

HANDBOOK ENDS HERE

- (d) The offset agreement shall provide that during the period the offset is in effect it is the responsibility of the provider to timely inform the county of circumstances under which continued payment offset may result in insufficient funds to provide adequate care and supervision to all children in care.
- (e) The agreement shall provide that by agreeing to a voluntary grant offset the provider is waiving rights to appeal the overpayment determination and the amount of the overpayment, pursuant to MPP Section 22-003.15.

HANDBOOK BEGINS HERE

MPP Section 22-003.15 provides:

"There is no right to a state hearing regarding overpayments made to foster care providers including group homes and foster family agencies where the claimant entered into a voluntary repayment agreement, or where the county requested voluntary repayment under MPP Section 45-305.231."

HANDBOOK ENDS HERE

- (f) The agreement can be amended only by written consent of both parties.

.23 Involuntary Repayment Procedures

.231 Involuntary repayment procedures shall only be used when a provider has refused to enter a voluntary repayment agreement or has failed to comply with the terms of a voluntary repayment agreement that is based on a legally collectible overpayment.

.232 Grant Adjustments

2321 Grant adjustments shall only be used where the provider is still providing foster care services to the child for whom the overpayment was assessed. An involuntary grant offset is not available where the provider is only providing services to a different foster child(ren) than the child for whom the overpayment was assessed.

- (a) If the overpayment is to be recovered by grant adjustment, the county shall deduct no more than ~~5~~ 10 percent of the total grant amount each month.

HANDBOOK BEGINS HERE

Example: (1) Provider Jones has three foster children in her home, Jenny, Johnny and Joe. An overpayment in the amount of \$400 is assessed for Joe. Joe's monthly payment is \$408. The provider refuses to enter into a voluntary repayment agreement; the county institutes an involuntary grant adjustment. ~~\$20 40~~ is subtracted from Joe's monthly payment, for a total monthly payment of ~~\$388~~ 368. For ~~20~~ 10 months. Neither Jenny nor Johnny's payments are reduced.

$$\begin{array}{r} \$408 \text{ (monthly grant)} \\ \times \quad .\del{05} \text{ 10\% (maximum)} \\ \hline \$ \del{20} \text{ 40 (amount to be deducted from monthly grant)} \\ \\ \$408 \text{ (monthly grant)} \\ - \quad \$ \del{20} \text{ 40 } \\ \hline \$ \del{388} \text{ 368 (new monthly grant for } \del{20} \text{ 10 months)} \end{array}$$

HANDBOOK ENDS HERE

- (b) At no time shall any amount be deducted from the grant of a child other than the child for whom the overpayment was assessed.

HANDBOOK BEGINS HERE

Example: (1) Provider Jones has three foster children in her home, Jenny, Johnny and Joe. An overpayment in the amount of \$400 is assessed for Fred who had lived in provider Jones' house last month. Grant adjustment is not available.

HANDBOOK ENDS HERE

- (c) The county shall reduce the grant adjustment amount if the county determines that the reduction is necessary to ensure that sufficient funds exist to provide adequate care and supervision to all children in care after the deduction.

- (d) The grant adjustment shall provide that during the period the offset is in effect it is the responsibility of the provider to timely inform the county of circumstances under which continued payment offset may result in insufficient funds to provide adequate care and supervision to all children in care.

.33 Interest on Overpayments

.331 The county shall collect interest on overpayments in circumstances in which the overpaid provider has either failed to enter into a voluntary repayment agreement, or has failed to comply with the terms of a voluntary overpayment agreement, unless:

- (a) An overpayment was made to a foster family home, an approved home of a relative, an approved home of a nonrelative extended family member, or an approved home of a nonrelative legal guardian, for any period of time in which the foster child was not cared for in that home and none of the following conditions existed:

- (1) The child was temporarily absent from the home and payment was made to the provider to meet the child's needs; or
- (2) The overpayment was exclusively the result of county administrative error; or
- (3) The provider did not have knowledge of, and did not contribute to the cause of the overpayment.

- (b) Interest collection would cause a financial hardship for the provider to provide adequate care and supervision to all children in care.

.34 Unless otherwise provided for in this section, the county shall collect group home provider and foster family agency overpayments in accordance with the procedures established for group home overpayments pursuant to MPP Section 11-402.66. For purpose of this section, the term "county" shall be substituted for the word "department" wherever that term appears in MPP Section 11-402.66.

.23 Demand for Repayment

~~Where voluntary and involuntary repayment procedures are not available, the county shall demand repayment of any amount not recovered by grant adjustment, or otherwise repaid, using an appropriate Notice of Action form.~~

~~.24~~ .35 Civil Judgment

If the provider has failed to comply with a voluntary repayment procedures and/or agreement, a demand for repayment, and a grant ~~adjustment shall not be used~~ offset is not available as the provider is no longer providing services to the child for whom the overpayment was assessed, the county shall, unless the costs exceed the amount of the overpayment:

.351 ~~Refer~~ the case to the appropriate county official for action on a civil judgment.

~~.241~~ .352 Record ~~An~~ abstract of civil judgment ~~shall be recorded~~ pursuant to Section 674, Code of Civil Procedure, in any county in which the provider or former provider owns real property.

~~.242~~ .353 ~~The county shall take~~ all appropriate actions pursuant to Section 681 et seq., Code of Civil Procedure, to execute the judgment.

.354 If the county does not pursue civil judgment because the cost for the above described actions exceed the amount of the overpayment, the county shall comply with the documentation requirements set forth in MPP Section 45-304.125(c).

Authority cited: Sections 10553 and 10554, Welfare and Institutions Code; and Senate Bill 84, Chapter 177, Statutes of 2007, Sections 32 and 33.

Reference: Sections 11466.23, 11466.235, and 11466.24, Welfare and Institutions Code.

Amend Section 45-306 to read:

45-306 INFORMAL AND FORMAL HEARING PROCEDURES

45-306

This section applies only to the appeal rights of providers subject to an collectible overpayment assessment pursuant to Section 45-304 and Section 45-305. This informal and formal hearing processes ~~is~~ are not available to providers, who have ~~defaulted on~~ entered into a voluntary repayment ~~schedule agreement, to contest the overpayment determination or the overpayment amount.~~

- .1 The informal hearing process shall not ~~interfere with~~ preclude the provider's right to a state hearing.
- .2 Counties shall provide informal hearings in accordance with the following procedures:
 - .21 Counties must ~~notify~~ provide written notice to the provider of the availability of an informal hearing process ~~at the same time when~~ when the county notifies the provider of the overpayment. ~~The right to an informal hearing is in addition to the right to a state hearing. The notice to the provider must inform the provider that he or she must request either an informal hearing or a formal hearing within 30 days of the receipt of the notice. The county shall send the Statewide form NA 1261 (6/09), to the provider.~~
 - .22 An informal hearing shall be provided by the CWD to the provider only when the provider has requested an informal hearing ~~in writing~~ no later than 30 calendar days after the overpayment notice Statewide form NA 1261 was mailed by the county to the provider.
 - .23 The informal hearing shall be conducted by an employee designated by the county welfare department director. The designated employee shall be ~~at least one supervisory step above the employee which made the initial overpayment determination. The designated employee shall not have been involved in~~ knowledgeable in the subject area, and shall not be the person who made the initial overpayment determination.
 - .24 The informal hearing shall be ~~permitted to be~~ held in an office or facility of the CWD. If ~~necessary~~ agreed upon by the provider and the county, the informal hearing may be held elsewhere or conducted by telephone. (Continued)
 - .26 The informal hearing shall be limited to consideration of the correctness of the initial overpayment determination and whether any of the factors in Section 45-304.124~~3~~ bar recovery. The county ~~should~~ may also discuss the methods of overpayment recovery with the provider and attempt to enter into a voluntary repayment agreement, where appropriate.

- .27 After the hearing, the county employee who conducted the informal hearing shall prepare a Notice of Action letter which contains the decision on each issue considered at the informal hearing, and identification of the regulations which support the written decision and mail the Notice of Action letter to the provider. The Notice of Action letter must inform the provider that he or she can appeal the informal hearing decision at a formal state hearing.

HANDBOOK BEGINS HERE

Example: Through implementation of procedures identified in Section 45-304.1, the county determines an overpayment was made to a group home provider on January 2nd. The county implements procedures identified in Section 45-304.2 and proceeds to Section 45-305 for collection procedures.

The county provides written notification to the provider of the overpayment in accordance with Section 45-305.1. **Hearing procedures identified in Section 45-306 only apply to the appeal rights of providers subject to collectible overpayment assessments pursuant to Section 45-304 and Section 45-305.**

The county provides appeal rights at the time the county notifies the provider of the overpayment. The provider may or may not request an informal hearing within 30 calendar days of the date the notice to the provider was mailed.

If the provider does not request an informal hearing within 30 calendar days of the date the notice to the provider was mailed, the overpayment determination is sustained upon the 91st day, and therefore identified and the federal share of the overpayment must be repaid by the county, as identified in Section 45-304.53.

If the provider requests an informal hearing within 30 calendar days of the date the notice to the provider was mailed, the county must mail or deliver to the provider a written notice of the time and place of the informal hearing. The hearing shall be conducted in accordance with Sections 45-306.23, .24, .26, and .27.

Example: Overpayment discovered on January 2nd; notice to provider mailed on January 3rd; the county receives a request for an informal hearing from the provider on January 14th; the county schedules the informal hearing for January 31st; the county mails the informal hearing date and time to the provider on or before January 23rd.

HANDBOOK ENDS HERE

- .3 If a provider requests an informal hearing, the 90-day period to request a formal hearing under MPP Section 22-009.11 shall be suspended. The 90-day period to request a formal hearing shall start when the county issues an informal hearing decision, or when the provider either withdraws their request for the informal hearing, or fails to appear for the informal hearing, whichever occurs first.

HANDBOOK BEGINS HERE

Example #1: A provider requests an informal hearing therefore the 90-day period to request a formal hearing is suspended.

Example #2: A provider requests and receives an informal hearing. The county provides a written decision mailed to the provider as identified in Section 45-306.27. The provider has a right to request a formal hearing of the written decision within 90 days.

Informal hearing held on January 31st. County prepares a letter identifying the decisions on each issue considered at the informal hearing in accordance with Section 45-306.27 and mails the decision letter on February 8th. The provider receives the letter and has 90 days from February 8th to request a formal hearing. The county must receive a request for a formal hearing from the provider no later than May 7th.

Example #3: A provider requests an informal hearing and subsequently withdraws the request for the informal hearing. The date the provider withdraws the request for the informal hearing begins the 90-day period to request a formal hearing.

The provider was scheduled for an informal hearing on January 31st. The provider withdrew the request for an informal hearing on January 28th. The county must receive a request for a formal hearing from the provider no later than April 26th.

Example #4: A provider requests an informal hearing and fails to appear on the scheduled date and time. The date the provider fails to appear for the scheduled informal hearing begins the 90-day period to request a formal hearing.

The hearing is scheduled for January 31st and the date and time notice is mailed no later than 7 days prior to the hearing by the county. The provider fails to appear for the informal hearing. The county must receive a request for a formal hearing from the provider no later than April 29th.

HANDBOOK ENDS HERE

Authority cited: Sections 10553 and 10554, Welfare and Institutions Code; and Senate Bill 84, Chapter 177, Statutes of 2007, Section 33.

Reference: Sections 11466.235 and 11466.24, Welfare and Institutions Code.

NOTICE OF ACTION

COUNTY OF _____

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Notice Date: _____

Case Name: _____

Worker Number: _____

Worker Name: _____

Case Number: _____

Telephone: _____

Address: _____

(ADDRESSEE)

Questions? Ask your Worker.

This is to inform you that you were overpaid AFDC-Foster Care benefits for _____ for

(NAME OF CHILD)

the period of _____ to _____.

(MM/DD/YYYY)

(MM/DD/YYYY)

Reason for the overpayment:

- Child left your facility/home on _____ and you were not entitled to payments for him/her on or after this date; or
- The child's parents resided in your home during the period of time for which you were paid; or
- Other: _____

Total amount you received: \$ _____

Total amount you should have received: \$ _____

Total amount of Overpayment: \$ _____

Date of Discovery: _____

You are required to repay the overpayment amount of \$ _____.

Please pay by check or money order, made payable to:

Send to

If you disagree with the overpayment or the amount of the overpayment, please see reverse for hearing instructions.

If you agree with the overpayment amount you must do one of the following within 90 calendar days from the day the county gave or mailed you this notice:

- Make a one time payment of the total amount;
- Reach an arrangement with the county for a written repayment agreement or a written voluntary grant offset.

If you fail to repay your overpayment in lump sum or enter into a voluntary repayment agreement, you will be subject to an involuntary repayment of the overpaid amount.

If you have any questions regarding the overpayment computation or repayment arrangements, please contact the worker at the top of this form.

Regulations cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 11466.24. EAS Section 45-304, 45-305, 45-306 and 22-009.

YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice.

State Hearing: If you think this action is wrong, you can ask for a hearing. Your benefits may not be changed if you ask for a hearing before this action takes place.

To request a Hearing:

If you think this action is wrong, you can ask for either an informal hearing provided by the County or a formal State hearing. Your benefits may not be changed if you ask for a hearing before this action takes place.

In order to request an informal hearing, your request must be made no later than 30 calendar days after this notice was mailed to you. You may send your request by any of the following methods.

In writing:

Email requests:

Address

Phone requests:

Address

Your request should state why you want the informal hearing and if you will need a free interpreter. If so, please indicate what language or dialect you speak.

You may appeal the informal hearing decision at a formal State hearing. You may request the formal State hearing within 90 calendar days after the informal hearing decision is mailed to you. If the informal hearing is requested but not held, the 90 days will begin 31 calendar days from the date of this notice.

If you choose a formal State hearing, please note that you must request that State hearing within 90 calendar days of the receipt of this notice.

If you have any questions, contact the worker at the top of this form.

TDD - For Hearing Impaired

TO ASK FOR A HEARING:

- Fill out this page.
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- Send or take this page to:

OR

- Call toll free: 1-800-952-5253 or for hearing or speech impaired who use TDD, 1-800-952-8349.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

HEARING REQUEST

I want a hearing due to an action by the Welfare Department of _____ County about my:

☐ Overpayment _____

Here's Why: _____

☐ If you need more space, check here and add a page.

☐ I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: _____

NAME OF PERSON WHOSE BENEFITS WERE DENIED, CHANGED OR STOPPED

BIRTH DATE _____ PHONE NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ DATE _____

NAME OF PERSON COMPLETING THIS FORM _____ PHONE NUMBER _____

☐ I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)

NAME _____ PHONE NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

NOTICE PUBLICATION/REGULATIONS SUBMISSION

(See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-08)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-	REGULATORY ACTION NUMBER	EMERGENCY NUMBER 2010-0119-01 E
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	
AGENCY WITH RULEMAKING AUTHORITY California Department of Social Services			AGENCY FILE NUMBER (if any) ORD#0909-08

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER	PUBLICATION DATE

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) AB 1808 Penalty Pass-On Regulations		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)	
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)		ADOPT 91-101, 91-110, 91-120, 91-130, 91-140	
TITLE(S) MPP		AMEND REPEAL	
3. TYPE OF FILING			
☐ Regular Rulemaking (Gov. Code §11346) ☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. ☐ Emergency Readopt (Gov. Code, §11346.1(h)) ☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100) ☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) ☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1) ☐ File & Print ☐ Print Only ☒ Emergency (Gov. Code, §11346.1(b)) ☐ Other (Specify) _____			
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1) N/A			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
☐ Effective 30th day after filing with Secretary of State ☐ Effective on filing with Secretary of State ☐ §100 Changes Without Regulatory Effect ☒ Effective other (Specify) February 1, 2010			
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
☐ Department of Finance (Form STD. 399) (SAM §6660) ☐ Fair Political Practices Commission ☐ State Fire Marshal ☐ Other (Specify) _____			
7. CONTACT PERSON Sue Tognet, Analyst		TELEPHONE NUMBER (916) 657-2586	FAX NUMBER (Optional) (916) 654-3286
		E-MAIL ADDRESS (Optional) stognet@dss.ca.gov	

8.

I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE

DATE

TYPED NAME AND TITLE OF SIGNATORY

John A. Wagner, Director

1/11/10

INSTRUCTIONS FOR PUBLICATION OF NOTICE AND SUBMISSION OF REGULATIONS

Use the form STD. 400 for submitting notices for publication and regulations for Office of Administrative Law (OAL) review.

ALL FILINGS

Enter the name of the agency with the rulemaking authority and agency's file number, if any.

NOTICES

Complete Part A when submitting a notice to OAL for publication in the California Regulatory Notice Register. Submit two (2) copies of the STD. 400 with four (4) copies of the notice and, if a notice of proposed regulatory action, one copy each of the complete text of the regulations and the statement of reasons. Upon receipt of the notice, OAL will place a number in the box marked "Notice File Number." If the notice is approved, OAL will return the STD. 400 with a copy of the notice and will check "Approved as Submitted" or "Approved as Modified." If the notice is disapproved or withdrawn, that will also be indicated in the space marked "Action on Proposed Notice." Please submit a new form STD. 400 when resubmitting the notice.

REGULATIONS

When submitting regulations to OAL for review, fill out STD. 400, Part B. Use the form that was previously submitted with the notice of proposed regulatory action which contains the "Notice File Number" assigned, or, if a new STD. 400 is used, please include the previously assigned number in the box marked "Notice File Number." In filling out Part B, be sure to complete the certification including the date signed, the title and typed name of the signatory. The following must be submitted when filing regulations: seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification) and the complete rulemaking file with index and sworn statement. (See Gov. Code § 11347.3 for rulemaking file contents.)

RESUBMITTAL OF DISAPPROVED OR WITHDRAWN REGULATIONS

When resubmitting previously disapproved or withdrawn regulations to OAL for review, use a new STD. 400 and fill out Part B, including the signed certification. Enter the OAL file number(s) of all previously disapproved or withdrawn filings in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). Submit seven (7) copies of the regulation to OAL with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). Be sure to include an index, sworn statement, and (if returned to the agency) the complete rulemaking file. (See Gov. Code §§ 11349.4 and 11347.3 for more specific requirements.)

EMERGENCY REGULATIONS

Fill out only Part B, including the signed certification, and submit seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). (See Gov. Code §11346.1 for other requirements.)

NOTICE FOLLOWING EMERGENCY ACTION

When submitting a notice of proposed regulatory action after an emergency filing, use a new STD. 400 and complete Part A and insert the OAL file number(s) for the original emergency filing(s) in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). OAL will return the STD. 400 with the notice upon approval or disapproval. If the notice is disapproved, please fill out a new form when resubmitting for publication.

CERTIFICATE OF COMPLIANCE

When filing the certificate of compliance for emergency regulations, fill out Part B, including the signed certification, on the form that was previously submitted with the notice. If a new STD. 400 is used, fill in Part B including the signed certification, and enter the previously assigned notice file number in the box marked "Notice File Number" at the top of the form. The materials indicated in these instructions for "REGULATIONS" must also be submitted.

EMERGENCY REGULATIONS - READOPTION

When submitting previously approved emergency regulations for re adoption, use a new STD. 400 and fill out Part B, including the signed certification, and insert the OAL file number(s) related to the original emergency filing in the box marked "All Previous Related OAL Regulatory Action Number (s)" (box 1b. of Part B).

CHANGES WITHOUT REGULATORY EFFECT

When submitting changes without regulatory effect pursuant to California Code of Regulations, Title 1, section 100, complete Part B, including marking the appropriate box in both B.3. and B.5.

ABBREVIATIONS

Cal. Code Regs. - California Code of Regulations
Gov. Code - Government Code
SAM - State Administrative Manual

For questions regarding this form or the procedure for filing notices or submitting regulations to OAL for review, please contact the Office of Administrative Law Reference Attorney at (916) 323-6815.

CHAPTER 91-100 PASS-ON OF FEDERAL PENALTIES

Adopt Chapter 91-100 and Section 91-101 to read:

91-101 DEFINITIONS

91-101

The following definitions are for the purposes of Chapter 91-100 only.

- .1 "All family" means all Temporary Assistance for Needy Families (TANF) cases with at least one work-eligible individual in the home.
- .2 "MOE" means maintenance-of-effort and is the statewide expenditure of state and local funds that must be made in order for the state to receive its TANF block grant funding.
- .3 "Caseload Reduction Credit" means a reduction in the minimum federal work participation rate standard if the state's average monthly TANF assistance caseload decreased the previous federal fiscal year in comparison to its average monthly TANF caseload in the base year. This definition includes the surplus MOE caseload reduction credit found in 45 Code of Federal Regulations(CFR) Section 261.43.
- .4 "County MOE" means county maintenance-of-effort and is the required amount that each county shall expend in their CalWORKs and Food Stamps programs from their own funds, either from the county's general fund or from the social services account of the county health and welfare trust fund to support the administration of programs providing support to needy families.
- .5 "County Work Participation Rates (Co WPRs)" means a calculation (based on federal TANF rules) to determine the rate of TANF families that are meeting federal work participation requirements. There are two rates calculated for each county: one is for two-parent families and the other is for all families, which is an overall work participation rate.
- .6 "Department" or "CDSS" means the California Department of Social Services.
- .7 "Two-parent family" means a TANF family with two work-eligible natural or adoptive parents (of the same minor child) living in the home, unless both are minors and neither is a head-of-household.
- .8 "Work-eligible individual" means the same as defined in 45 CFR Section 261.2 (n).

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- .81 The TANF rule issued by the Department of Health and Human Services at 73 Federal Register 6772-6828 (February 5, 2008) clarified the definition of a work-eligible individual as an adult (or minor child head-of-household) receiving

assistance under TANF or a separate state program or a non-recipient parent living with a child receiving such assistance unless the parent is:

- .811 A non-citizen who is ineligible to receive assistance due to his or her immigration status.
- .812 A minor parent and not the head-of-household.
- .813 At state option on a case-by-case basis, a recipient of Supplemental Security Income (SSI) benefits, Social Security Disability Insurance (SSDI) or Aid to the Aged, Blind and Disabled in the Territories,
- .814 A parent providing care for a disabled family member living in the home, provided that the need for such care is supported by medical documentation, or
- .815 An individual in a family receiving MOE-funded assistance under an approved Tribal TANF program, unless the state includes the Tribal family in calculating work participation rates.

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- .9 "Work Participation Rate"(WPR) means, per federal definition, the adjusted work participation rate after the caseload reduction credit is considered.

Authority cited: Sections 10544, 10553, and 10554, Welfare and Institutions Code.

Reference: Sections 10540.5, 10544, 11521, 15200, 15204.2, 15204.25, and 15204.4 Welfare and Institutions Code; 45 Code of Federal Regulations (CFR) Sections 260.30, 260.31, 260.32 260.33, 261.2, 261.40, 261.41, 261.42, 261.43, 261.44, 262.2, and 263.1.

Adopt Section 91-110 to read:

91-110 CWD REPORTING RESPONSIBILITIES

91-110

- .1 Each county welfare department (CWD) shall review, report, and submit to CDSS accurate, timely, and complete data, as required by CDSS, to comply with federal and state disaggregated data, which consist of individual and case-level, reporting requirements and to determine the CWD's degree of compliance with federal TANF and state performance requirements. The data and performance areas to be reviewed and reported shall include, but are not limited to, the following:
 - .11 Family characteristics,
 - .12 Funding source,
 - .13 Time on aid,
 - .14 Incomes available to the family,
 - .15 Actual hours of participation in work activities, and
 - .16 Employment data.
- .2 Each CWD shall:
 - .21 Use the sample of county-specific and/or state cases referred by CDSS within the time frames determined by CDSS,
 - .22 Conduct data reporting activities as required by CDSS to provide statistically valid data for county-specific and/or state outcome measurement and other purposes as required by federal or state law, and
 - .23 Ensure the timeliness, accuracy, and completeness of the county-specific and state data submitted for transmission and analysis.
- .3 Each CWD shall provide data from county-specific and/or state cases each month consistent with federal and state requirements.
 - .31 A random sample of county-specific and/or state cases shall be reviewed monthly.
 - .32 CWD sample reviews shall comply with standards as prescribed by current federal and state regulations.
 - .33 All case reviews shall be completed and transmitted by CWD staff to CDSS as required by CDSS and/or the United States Department of Health and Human Services (DHHS).

- .4 CWDs shall perform data collection activities as part of the CWD sample case review required by this section.
- .5 Substantial noncompliance by a CWD in meeting the requirements of this section, as documented by CDSS, shall subject that CWD to the provisions of Welfare and Institutions Code Section 10544. Examples of substantial noncompliance include the following:
- .51 Chronically missing state and federal deadlines;
 - .52 Chronically not meeting federal and state accuracy regulations;
 - .53 Willfully misrepresenting data;
 - .54 Failure to submit accurate, complete, and timely data, without good cause; and/or
 - .55 Failure to submit complete data for each sample case for every month in a federal fiscal year.
- .6 CDSS shall select and review a sample of cases to validate the data reported by the CWD on the federal and/or county-specific sub-samples and/or state sub-samples and inform the county of the results of the review. CDSS may change review findings based on a difference in findings between CWD review and CDSS review of CWD cases.
- .61 A CWD shall have ten (10) working days from the CWD's date of receipt of a notice from CDSS of a difference in finding to dispute each difference in finding identified by CDSS.
 - .62 The burden of proof rests with the CWD to provide documentation and verification of why the CWD's finding differs with CDSS' finding.
 - .63 CDSS will evaluate and review the documentation. If the finding is unfavorable to the CWD, CDSS will use the CDSS findings/revisions, after a difference in findings, to determine if a CWD failed to meet a federal requirement and to determine penalty pass-ons.

Authority cited: Sections 10541.7, 10544, 10553, 10554, 10809, 10852, and 10853, Welfare and Institutions Code.

Reference: Section 10540.5, 10541.7, 10544, and 11521.5, Welfare and Institutions Code; 45 CFR 261.2 262.3, and 265.3.

Adopt Section 91-120 to read:

91-120 CWD REPORTING FOR CDSS' APPEAL OF ANY
FEDERAL PENALTIES

91-120

- .1 When the state is notified that it is subject to a federal penalty, CDSS will exhaust all reasonable and available federal administrative remedies to avoid or minimize the amount of the penalty. CDSS shall require all CWDs that did not meet the federal requirement and request all other counties to provide sufficient and relevant information and documentation that may establish the basis for the state's appeal to the federal government. CWDs shall have at least 30 days from the date of notice from CDSS to provide this information. Examples of specific CWD circumstances that may be included as part of the state's appeal for having good cause for its failure to meet the work participation rate or to achieve TANF outcomes required by federal law include the following:
- .11 Natural disasters and other calamities (e.g. hurricanes, earthquakes, fire) whose disruptive impact was so significant as to cause the CWD's failure;
- .12 Isolated problems of minimal impact that are not indicative of a systemic problem;
- .13 Formally issued federal guidance that provided incorrect information resulting in the CWD's failure;
- .14 Failure to meet WPRs is attributable to the CWD's provision of federally and state recognized good cause domestic violence waivers [i.e., it provides evidence that it achieved the applicable work rates when individuals receiving federally recognized good cause domestic violence waivers of work requirements, in accordance with the provisions at 45 Code of Federal Regulations Sections 260.54 (b) and 260.55, are removed from the calculations in Sections 261.22 (b) and 261.24 (b)]; and
- .15 Failure to meet the work participation rates is attributable to the state's provision of assistance to refugees in federally approved alternative projects, in accordance with 45 Code of Federal Regulations Section 261.52(b)(2).

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.2 PENALTY PASS-ON STEPS

Step 1: CDSS receives WPR failure notice from DHHS.

Step 2: CDSS notifies all counties that the state failed to meet the federal WPR and that a pass-on may be imposed (Section 91-130.21). This first notification shall require all counties that did not meet the WPR and ask all other counties to

provide sufficient and relevant information and documentation that may establish the basis for the state's appeal of the penalty. CWD's have 30 days from the date of the notice from CDSS to provide this information (Section 91-120.1).

Step 3: If state appeal is unsuccessful, CDSS shall notify (2nd notification) in writing each county that contributed to the state's failure to meet the federal WPR requirement that a penalty pass-on may be imposed. The CWD is invited to present its arguments to appeal the penalty pass-on. Each CWD shall have 60 days from the date of CDSS' notification to provide the appeal information (Section 91-140.3). Concurrently, CDSS pursues administrative remedies with the federal government. No pass-on of penalty costs shall be applied during the CWD's appeal filing and determination period, until all state appeals and remedies have been exhausted, and DHHS determines the final federal fiscal penalty amount. (Section 91- 130.7).

Step 4: Notification (3rd notification) of the counties of the final federal penalty amount, the amount of penalty for each county not meeting the required WPR, and/or the outcome of the county's appeal.

Step 5: Reduction in the county's single allocation costs, which will occur in the state fiscal year immediately following CDSS final determination of the county's penalty pass-on amount. If a CWD is granted relief or waiver from its share of the penalty, that portion of the total penalty shall not be imposed on the other CWDs that failed to meet the WPR. (Section 91-140.42).

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Authority cited: Sections 10544, 10553, and 10554, Welfare and Institutions Code.

Reference: Sections 10540.5, and 10544, Welfare and Institutions Code; 45 CFR 261.2, 261.52, 262.1, 262.3, 262.4, and 262.5.

Adopt Section 91-130 to read:

91-130 PASS-ON OF FEDERAL PENALTIES

91-130

- .1 When DHHS imposes a TANF fiscal penalty on the state for failing to achieve TANF outcomes required by federal law, the penalty is subject to pass-on as provided in this section after exhaustion by CDSS of all reasonable and available federal administrative remedies. Federal penalties that are subject to pass-on include, but are not limited to, the following:
 - .11 Failure of the CWDs to meet the WPR required for the state under federal law.
- .2 When the state incurs a federal penalty for failure to meet the federal WPR, the CWDs' share of any federal penalty is 50 percent. The total amount of the CWDs' 50 percent share is subject to pass-on as provided in this section to those CWDs that failed to meet the federal requirements, less any amount reduced per Section 91-140.
 - .21 CDSS shall notify all the counties in writing that the state failed to meet the federal requirement and that a pass-on of penalty costs will be imposed.
 - .22 If the state fails only the all family (overall) participation rate or both the all family and two-parent rates, a CWD's penalty will be the penalty associated with not meeting the all family rate.
 - .23 If the state fails only the two-parent participation rate, a CWD's penalty will be the penalty associated with not meeting the two-parent rate.
- .3 CDSS shall determine that a CWD has failed to meet applicable federal requirements when a CWD fails, without good cause, to submit accurate, timely, and complete data used to measure work participation, as required by CDSS.
 - .31 Good causes shall include, but not be limited to, the lack of accurate, timely, and complete instructions from CDSS.
 - .32 CDSS shall use all available data, including data reported pursuant to Section 91-110, to determine whether a CWD has failed to meet federal and state requirements.
 - .33 CDSS shall determine the CWD annual WPR using CWD data collected in a manner consistent with federal TANF data reporting requirements. The WPR calculations shall be based on data from a monthly sample of CWD cases as specified in Section 91-110.
 - .331 A CWD's monthly all family (overall) WPR is equal to the number of TANF cases that include a work-eligible individual who meets the federal participation requirements, divided by, the number of TANF cases that

include a work-eligible individual, minus the number of such families that are in sanction in that month for no more than three of the preceding 12 months and minus the number of families with a single custodial parent who is caring for a child under age one and who does not meet TANF work participation requirements. The overall TANF all family work participation rate for a federal fiscal year (FFY) is the average of the CWD's overall TANF WPRs for each month in the FFY. The overall TANF work participation rate for each county will be the required federal rate, less the state's caseload reduction credit pursuant to federal regulations.

.332 The two-parent family WPR shall apply to two-parent families with two work-eligible individuals. When one of the parents is a work-eligible individual with a disability, the family shall not be considered a two-parent family and shall not be included in either the numerator or denominator of the two-parent WPR.

.333 A CWD's monthly two-parent family WPR is equal to the number of two-parent TANF family cases in which both parents are work-eligible individuals and together they meet the participation requirements, divided by, the number of two-parent family cases in which both parents are work-eligible individuals during the month, minus, the number of such two-parent families that are in sanction in that month and for no more than three of the preceding 12 months. The TANF two-parent family WPR for a FFY is the average of the CWD's two-parent TANF work participation rates for each month in the FFY. The two-parent TANF work participation rate for each county will be the required federal rate, less the state's caseload reduction credit pursuant to federal regulations.

.334 A CWD that fails, without good cause, to send accurate, timely and complete data, as required by Sections 91-110.3 and 91-130.3 for any month in a given FFY, will have its work participation rate calculated for each month the data is missing by dividing the numerator of zero by the number of TANF cases during the month as determined by CDSS.

.4 When the state does not achieve the outcomes required by federal law and, after exhaustion of all reasonable and available federal administrative remedies, is subject to a fiscal penalty, the dollar amount of the federal penalty that shall be passed on to a CWD shall be determined as follows:

.41 Determine the state and a CWD's share of the penalty by multiplying the dollar amount of the state's federal fiscal penalty by 50 percent,

.42 Determine the number of cases a CWD needed to meet the minimum WPR required by subtracting the average monthly caseload of the CWD that met the

federally required WPR from the average monthly caseload required to meet the federal WPR.

- .43 Determine a CWD's penalty percentage dividing the number of cases needed to meet the minimum WPR of each failing CWD by the total number of the cases needed to meet the minimum WPR for all of the failing counties.
- .44 Determine a CWD's penalty pass-on amount by multiplying the dollar amount from the CWDs' 50 percent share of the federal fiscal penalty by the percentage from a CWD's penalty percentage.

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(A) Determining the state and CWD's share of penalty:

Assume a federal penalty in the amount of \$186,650,000. The state share would be \$93,325,000, and the CWDs' share would be \$93,325,000.

<u>State 50 percent share</u>	<u>\$93,325,000 (\$186,650,000 x 50%)</u>
<u>CWDs' 50 percent share</u>	<u>\$93,325,000 (\$186,650,000 x 50%)</u>

(B) Determining the number of cases a CWD needed to meet the minimum WPR required:

Assume that four CWDs failed to meet the federal WPR requirement.

	<u>County A</u>	<u>County B</u>	<u>County C</u>	<u>County D</u>	<u>Total</u>
<u>Cases subject to WPR</u>	<u>2,750</u>	<u>1,870</u>	<u>6,670</u>	<u>15,000</u>	<u>26,290</u>
<u>Cases required to meet WPR</u>	<u>1,375</u>	<u>935</u>	<u>3,335</u>	<u>7,500</u>	<u>13,145</u>
<u>Cases meeting WPR</u>	<u>1,250</u>	<u>370</u>	<u>1,670</u>	<u>5,000</u>	<u>8,290</u>
<u>Cases failing WPR</u>	<u>1,500</u>	<u>1,500</u>	<u>5,000</u>	<u>10,000</u>	<u>18,000</u>
<u>WPR</u>	<u>45.5%</u>	<u>19.8%</u>	<u>25.0%</u>	<u>33.3%</u>	<u>31.5%</u>
<u>(Required-Meeting)</u>	<u>(1375-1250)</u>	<u>(935-370)</u>	<u>(3,335-1,670)</u>	<u>(7,500 - 5,000)</u>	
<u>Number of cases needed to meet minimum WPR</u>	<u>125</u>	<u>565</u>	<u>1,665</u>	<u>2,500</u>	<u>4,855</u>

Note: Required WPR is assumed to be 50 percent for purposes of this example. Actual required WPR may be lower than 50 percent based on the state's federally-approved caseload reduction credit for that FFY.

(C) Determining a CWD's penalty percentage:

	<u>County A</u>	<u>County B</u>	<u>County C</u>	<u>County D</u>	<u>Total</u>
<u>Number of cases needed to meet minimum WPR, divided by the total needed to meet minimum WPR</u>	<u>125</u> <u>4,855</u>	<u>565</u> <u>4,855</u>	<u>1,665</u> <u>4,855</u>	<u>2,500</u> <u>4,855</u>	<u>4,855</u>
<u>Percent of total cases needed to meet minimum WPR*</u>	<u>2.6%</u>	<u>11.6%</u>	<u>34.3%</u>	<u>51.5%</u>	<u>100.0%</u>

*NOTE: Percentages are rounded for example purposes only. Actual penalty pass-on determination will use actual numbers for calculation of penalty amount.

(D) Determining a CWD's penalty pass-on amount:

<u>CWDs that failed to meet requirement</u>	<u>CWDs' 50% share of federal penalty (Example A)</u>	<u>CWD's penalty percentage (Example D)</u>	<u>Dollar amount passed on to CWD</u>
1. <u>County A</u>	<u>\$93,325,000</u>	<u>x</u> <u>2.6%</u> <u>=</u>	<u>\$ 2,426,450</u>
2. <u>County B</u>	<u>\$93,325,000</u>	<u>x</u> <u>11.6%</u> <u>=</u>	<u>\$ 10,825,700</u>
3. <u>County C</u>	<u>\$93,325,000</u>	<u>x</u> <u>34.3%</u> <u>=</u>	<u>\$ 32,010,475</u>
4. <u>County D</u>	<u>\$93,325,000</u>	<u>x</u> <u>51.5%</u> <u>=</u>	<u>\$ 48,062,375</u>

Total Dollar Amount of Federal Penalty Passed on to CWDs \$ 93,325,000

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- .5 CDSS shall notify in writing each county that contributed to the state's failure to meet the federal requirement that a pass-on of penalty costs may be imposed. The CWD is allowed to present its arguments to appeal the penalty pass-on pursuant to Section 91-140.
- .6 CDSS shall pass on federal penalties by reducing the county's reimbursement of the single allocation expenditures by the dollar amount of the penalty pass-on determined under this section, subject to any reduction pursuant to Section 91-140.

:7 The reduction in the county's single allocation costs shall occur in the state fiscal year (SFY) immediately following CDSS' final determination of the county's penalty pass-on amount. CDSS shall determine the penalty pass-on amount when: (1) all state appeals and remedies have been exhausted; (2) any county appeal under Section 91-140 is resolved; and (3) DHHS determines the final federal fiscal penalty amount.

.8 When a county's reimbursement of their single allocation expenditures is reduced by the state to offset the county's share of any federal penalty imposed, the county shall utilize county funds to replace the offset amount, so that total funding remains equal to the county's single allocation expenditures. These funds shall be in addition to the funds required to meet the county's MOE requirement.

Authority cited: Sections 10544, 10553, and 10554, Welfare and Institutions Code.

Reference: Sections 10540.5, 10544, 11521.5, and 15204.4 Welfare and Institutions Code; 45 CFR 261.20, 261.22, 261.51, 262.1, and 262.3.

Adopt Section 91-140 to read:

91-140 NOTICE AND RELIEF FROM PASS-ON OF FEDERAL PENALTIES 91-140

- .1 A CWD may appeal the pass-on of penalty costs based upon good cause, pursuant to this section, and may have their penalty reduced or waived.
- .2 No pass-on of penalty costs shall be applied during the CWD's appeal filing period, pursuant to this section, or until CDSS has made a decision on the CWD's appeal.
- .3 Each CWD shall have 60 days from the date of CDSS' notification to provide the appeal information, pursuant to this section.
- .4 CDSS shall determine which CWD-raised issues meet the criteria for potential penalty relief pursuant to this section and may be considered in reducing or eliminating potential CWD liability for the penalty pass-on.
- .41 A CWD may be provided relief, in whole or in part, from a penalty if CDSS determines that there were circumstances beyond the control of the county, including but not limited to the following:
 - .411 Natural disasters and other calamities (e.g., hurricanes, earthquakes, fire) whose disruptive impact was so significant as to cause the CWD's failure for which the burden of proof rests with the CWD;
 - .412 Combination of work-required exempt, safety net, work-required sanction and good cause populations exceed 50 percent of the county's work-eligible population. This condition takes into account the differences between state and federal program requirements, and provides penalty relief based on the degree of success in meeting state participation requirement;
 - .413 County actions resulting from erroneous state written policy interpretations;
 - .414 Mistakes made by state staff in the establishment of the county work participation rate; and/or
 - .415 The county significantly improves its county-specific work participation rate during the state's Corrective Action period and in accordance with CDSS' corrective action plan negotiated with the DHHS. Relief will be provided as follows:
 - (a) If the state does not receive a penalty reduction for significant improvement, the county will receive a penalty reduction if there is a significant improvement defined as at least equal to or over 50

percent of the rate the county is required to meet after the state's federally-approved caseload reduction credit has been applied within the same period covered by the state's DHHS accepted corrective compliance plan.

(b) If the state does not receive a penalty waiver, the county will receive a penalty waiver if the county meets federal WPR requirements within the same period covered by the state's DHHS accepted corrective compliance plan.

.42 When a CWD is granted relief from all or a portion of its share of the penalty, that portion of the total penalty shall not be imposed on the other CWDs that failed to meet the federal requirement.

.5 CWDs that have submitted an appeal, pursuant to this section, shall be notified in writing of any amounts that have been reduced or eliminated.

.6 CDSS will notify the CWD in writing of the outcome of its appeal.

.7 If the county has not submitted adequate information, as determined by CDSS, to establish reason for penalty relief, then relief shall not be granted.

Authority cited: Sections 10544, 10553, and 10554, Welfare and Institutions Code.

Reference: Section 10544, Welfare and Institutions Code; 45 CFR 261.52, 262.4, 262.5, and 262.7.

NOTICE PUBLICATION/REGULATIONS SUBMISSION

(See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-09)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-2009-0616-10	REGULATORY ACTION NUMBER 2009-1222-015	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	

AGENCY WITH RULEMAKING AUTHORITY
California Department of Social Services

AGENCY FILE NUMBER (if any)
ORD #0409-04

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER 2009, #26-8	PUBLICATION DATE 6-26-2009

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Smoking Prohibition in CCL Facilities		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)	
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 84074 964 AMEND 83074, 83087, 84074, 84087, 84274, 86074, 86087, 86574 and 89374 REPEAL		
TITLE(S) 22/MPP			
3. TYPE OF FILING			
☒ Regular Rulemaking (Gov. Code §11346) ☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. ☐ Emergency Readopt (Gov. Code, §11346.1(h)) ☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100) ☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) ☐ File & Print ☐ Print Only ☐ Emergency (Gov. Code, §11346.1(b)) ☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1) ☐ Other (Specify) _____			
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1) N/A			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
☒ Effective 30th day after filing with Secretary of State ☐ Effective on filing with Secretary of State ☐ §100 Changes Without Regulatory Effect ☐ Effective other (Specify) _____			
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
☒ Department of Finance (Form STD. 399) (SAM §6660) ☐ Fair Political Practices Commission ☐ State Fire Marshal ☐ Other (Specify) _____			
7. CONTACT PERSON Robin Garvey, Regulations Analyst		TELEPHONE NUMBER 657-3588	FAX NUMBER (Optional) 654-3286
		E-MAIL ADDRESS (Optional) ord@dss.ca.gov	

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE
Robert L. Garcia
TYPED NAME AND TITLE OF SIGNATORY
ROBERT L. GARCIA, Chief Deputy Director

DATE
12/17/09

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

FEB 04 2010

Office of Administrative Law

Small Family Homes

Amend Section 83074 to read:

83074 TRANSPORTATION (Continued)

83074

- (c) The caregiver and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

Authority Cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, ~~and 1531,~~ and 118948, Health and Safety Code.

Amend Section 83087 to read:

83087 BUILDINGS AND GROUNDS (Continued)

83087

(d) The licensee shall prohibit smoking in the facility and on the grounds of the facility.

Authority Cited: Section 1530, Health and Safety Code.

Reference: Sections 1501 and 1531, Health and Safety Code and "The Health Consequences of Involuntary Exposure to Tobacco Smoke": A Report of the Surgeon General (2006).

Group Homes

Adopt Section 84074 to read:

84074 TRANSPORTATION

84074

- (a) In addition to Section 80074, the following shall apply:
- (b) The licensee and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

Authority Cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, 1531, and 118948, Health and Safety Code.

Amend Section 84087 to read:

84087 BUILDINGS AND GROUNDS (Continued)

84087

(c) The licensee shall prohibit smoking in the facility and on the grounds of the facility.

Authority Cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, 1530.8, and 1531, Health and Safety Code and "The Health Consequences of Involuntary Exposure to Tobacco Smoke": A Report of the Surgeon General (2006).

Amend Section 84274 to read:

84274 TRANSPORTATION (Continued)

84274

- (f) The licensee and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

Authority Cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, 1530.8, ~~and 1531,~~ and 118948, Health and Safety Code; Section 11467.1, Welfare and Institutions Code.

Transitional Housing Placement Program

Amend Section 86074 to read:

86074 TRANSPORTATION

86074

(a) In addition to Section 80074 the following shall apply: (Continued)

- (2) The licensee and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

Authority Cited: Sections 1530 and 1559.110, Health and Safety Code.

Reference: Sections 1501, ~~and~~ 1531, and 118948, Health and Safety Code; Section 16522.1, Welfare and Institutions Code; and Sections 27315 and 27360, Vehicle Code.

Amend Section 86087 to read:

86087 BUILDINGS AND GROUNDS (Continued)

86087

(f) The licensee shall prohibit smoking in the facility and on the grounds of the facility.

Authority Cited: Sections 1530 and 1559.110, Health and Safety Code.

Reference: Sections 1501, 1531, and 1559.110, Health and Safety Code; ~~and~~ Section 16522.1, Welfare and Institutions Code, and "The Health Consequences of Involuntary Exposure to Tobacco Smoke": A Report of the Surgeon General (2006).

Crisis Nurseries

Amend Section 86574 to read:

86574 TRANSPORTATION (Continued)

86574

- (d) The licensee and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

Authority Cited: Section 1530, Health and Safety Code.

Reference: Sections 1501, 1516, ~~and 1531,~~ and 118948, Health and Safety Code.

Foster Family Homes

Amend Section 89374 to read:

89374 TRANSPORTATION

89374

(a) (Continued)

- (1) The caregiver and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

Authority Cited: Sections 1530 and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~and 1531~~, and 118948, Health and Safety Code; Section 362.05, Welfare and Institutions Code.

NOTICE PUBLICATION/REGULATIONS SUBMISSION

(See instructions on reverse)

STD. 400 (REV. 01-09)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-	REGULATORY ACTION NUMBER	EMERGENCY NUMBER 2010-0218-02EE
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For use by Office of Administrative Law (OAL) only

2010 FEB 18 1:12:03

OFFICE OF
ADMINISTRATIVE LAW

NOTICE

REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY

California Department of Social Services

For use by Secretary of State only

FILED

In the office of the Secretary of State
of the State of California

FEB 26 2010

At 3:49 O'Clock P M.
DEBRA BOWEN, Secretary of State
By John A. Wagner
Deputy Secretary of State

AGENCY FILE NUMBER (If any)

ORD # 0508-03

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER	PUBLICATION DATE

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Division 31, Grievance Review Procedures	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) 2009-0819-02E
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2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)

SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 31-021
	AMEND 31-003, 31-410, and 31-501
	REPEAL
TITLE(S) MPP	

3. TYPE OF FILING

☐ Regular Rulemaking (Gov. Code §11346)	☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	☒ Emergency Readopt (Gov. Code, §11346.1(h))	☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §11349.3, 11349.4)	☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	☐ File & Print	☐ Print Only
☐ Emergency (Gov. Code, §11346.1(b))		☐ Other (Specify) _____	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

☐ Effective 30th day after filing with Secretary of State	☒ Effective on filing with Secretary of State	☐ §100 Changes Without Regulatory Effect	☐ Effective other (Specify) _____
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

☒ Department of Finance (Form STD. 399) (SAM §6660)	☐ Fair Political Practices Commission	☐ State Fire Marshal
☐ Other (Specify) _____		

7. CONTACT PERSON Zaid Dominguez, Manager, ORD	TELEPHONE NUMBER 657-2586	FAX NUMBER (Optional) 654-3286	E-MAIL ADDRESS (Optional)
---	------------------------------	-----------------------------------	---------------------------

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE

DATE

TYPED NAME AND TITLE OF SIGNATORY

JOHN A. WAGNER, DIRECTOR

2/17/10

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

FEB 26 2010

Office of Administrative Law

STD. 400 (REV. 01-09)

OAL FILE
NUMBERS

NOTICE FILE NUMBER

Z-

REGULATORY ACTION NUMBER

EMERGENCY NUMBER

2009-0819-02E

For use by Office of Administrative Law (OAL) only

2009 AUG 19 AM 11:25

OFFICE OF
ADMINISTRATIVE LAW

NOTICE

REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY

California Department of Social Services

AGENCY FILE NUMBER (If any)

ORD #0508-03

ENDORSED FILED
IN THE OFFICE OF

2009 AUG 31 PM 3:16

Debra Bowen
DEBRA BOWEN
SECRETARY OF STATE**A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)**

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER	PUBLICATION DATE	

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Division 31, Grievance Review Procedures	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
--	--

2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)

SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 31-021
	AMEND 31-003, 31-410, and 31-501
	REPEAL
TITLE(S) MPP	

3. TYPE OF FILING

☐ Regular Rulemaking (Gov. Code §11346)	☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	☐ Emergency Readopt (Gov. Code, §11346.1(h))	☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	☐ File & Print	☐ Print Only
☒ Emergency (Gov. Code, §11346.1(b))		☐ Other (Specify) _____	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)**5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)**

☐ Effective 30th day after filing with Secretary of State	☒ Effective on filing with Secretary of State	☐ 5100 Changes Without Regulatory Effect	☐ Effective other (Specify) _____
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

☒ Department of Finance (Form STD. 399) (SAM §6660)	☐ Fair Political Practices Commission	☐ State Fire Marshal
☐ Other (Specify) _____		

7. CONTACT PERSON

Sandra Ortega, Manager, ORD

TELEPHONE NUMBER

657-2586

FAX NUMBER (Optional)

654-3286

E-MAIL ADDRESS (Optional)

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE

DATE

TYPED NAME AND TITLE OF SIGNATORY

ROBERT L. GARCIA, Chief Deputy Director

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

AUG 31 2009

Office of Administrative Law

Amend Section 31-003 to read:

31-003 DEFINITIONS – FORMS (Continued)

31-003

(s) (1) (Continued)

(2) SOC 832 (Rev. 5/08) Notice of Child Abuse Central Index Listing, hereby incorporated by reference, is used for the purpose of notifying individuals that their name has been submitted to the Department of Justice (DOJ) for listing on the Child Abuse Central Index (CACI).

(3) SOC 833 (Rev. 3/08) Grievance Procedures for Challenging Reference to the Child Abuse Central Index, hereby incorporated by reference, is used for the purpose of informing individuals of the requirements for requesting a grievance hearing, as well as providing information regarding timeframes and all required components of a grievance hearing.

(4) SOC 834 (Rev. 6/08) Request for Grievance Hearing, hereby incorporated by reference, is used for the purpose of providing individuals with a mechanism for requesting a grievance hearing to challenge their listing on the CACI.

(t) (Continued)

Authority Cited: Sections 10553, 10554, and 10850.4, Welfare and Institutions Code.

Reference: Gomez v. Saenz Settlement Agreement and Court Order, Case No: BC284896; Section 11169, Penal Code and Sections 827 and 10850.4, Welfare and Institutions Code and 42 USC 5106.

Adopt Section 31-021 to read:

31-021 CHILD ABUSE CENTRAL INDEX (CACI) GRIEVANCE PROCEDURES

31-021

- .1 Within five (5) business days of submitting an individual's name to the Department of Justice (DOJ) for listing on the CACI pursuant to Section 31-501.4, the following forms shall be sent to the individual at his/her last known address:
 - .11 The Notice of Child Abuse Central Index Listing (SOC 832),
 - .12 Grievance Procedures for Challenging Reference to the Child Abuse Central Index (SOC 833), and
 - .13 Request for Grievance Hearing (SOC 834).
- .2 Request for a Grievance Hearing
 - .21 The complainant shall send by mail, fax or in person, a completed SOC 834 form, or a written request for grievance hearing that includes all of the information required under Section 31-021.213, signed by the complainant to request a grievance hearing. This must be received by the county within thirty (30) calendar days of the date of notice. Failure to send the completed SOC 834 form or written request within the prescribed timeframe shall constitute a waiver of the right to a grievance hearing.
 - .211 For purposes of this section, a complainant is deemed aware of the county decision when the county mails the notification as specified in Section 31-021.1 to the complainant's last known address.
 - .212 For individuals to whom no prior notification was mailed regarding his or her submission to the CACI, the individual shall file the completed SOC 834 form within thirty (30) calendar days of becoming aware that he or she is listed in CACI and becoming aware of the grievance process.
 - .213 A completed SOC 834 form or a written request for grievance hearing shall include the referral number, name of county, complete contact information, date of birth, a reason for grievance which the complainant believes provides a basis for reversal of the county decision, and if represented, the name of the representative and contact information for the representative.
 - .214 The county shall assist the complainant in preparation of the request for grievance hearing if assistance is requested.
- .3 The following grievance hearing procedures shall only apply for challenges to county submission for listing individuals on the CACI.

- .31 A grievance hearing request shall be denied when a court of competent jurisdiction has determined that the suspected child abuse and/or neglect has occurred, or when the allegation of child abuse and/or neglect resulting in the referral to CACI is pending before the court.
- .311 If Section 31-021.31 no longer applies, a complainant can submit the completed SOC 834 form or written request within thirty (30) calendar days of the conclusion of the judicial matter to request a grievance hearing.
- .312 Timeframes for conducting and completing a grievance hearing will remain as specified in Sections 31-021.4 through .85.
- .4 The grievance hearing shall be scheduled within ten (10) business days and held no later than sixty (60) calendar days from the date the request for grievance is received by the county, unless otherwise agreed to by the complainant and the county.
- .41 Notice of the date, time and place of the grievance hearing shall be mailed by the county to the complainant at least thirty (30) calendar days before the grievance hearing is scheduled, unless otherwise agreed to by the complainant and the county.
- .42 The complainant may have an attorney or other representative present at the hearing to assist him or her.
- .43 Either party may request a continuance of the grievance hearing not to exceed ten (10) business days. Additional continuance or dismissal of the hearing shall be granted with mutual agreement of all parties involved or for good cause.
- .44 The county may resolve a grievance at any point by changing a finding of inconclusive or substantiated child abuse and/or neglect to unfounded and notifying the DOJ of the need to remove the individual's name from the CACI.
- .5 The grievance review officer conducting the grievance hearing shall be:
- .51 A staff or other person not directly involved in the decision, or in the investigation of the action or finding, that is the subject of the grievance hearing.
- .52 Neither a coworker nor a person directly in the chain of supervision of any of the persons involved in the finding, or in the investigation of the action or finding, that is the subject of the grievance hearing unless the grievance review officer is the director or chief deputy director of the county.

- .521 For the purposes of this section, a coworker includes a staff person who has regular direct contact with the staff involved in the finding related to the grievance, and this person is unable to separate themselves as an impartial reviewer.
- .53 A staff or other person who is knowledgeable of the child welfare services field and capable of objectively reviewing case information pertaining to the grievance.
- .6 The grievance review hearing shall be conducted in the following manner:
- .61 The grievance hearing shall, to the extent possible, be conducted in a non-adversarial environment.
- .62 The county, complainant and his or her representatives, if any, shall be permitted to examine all documents and relevant evidence that is not otherwise made confidential by law, which the opposing party intends to introduce at the grievance hearing.
- .621 The county and the complainant shall make available for inspection the documents and other evidence they intend to rely upon at the grievance hearing at least ten (10) business days prior to the hearing, to the extent permitted by law.
- (a) The county shall redact such names and personal identifiers from the documents and evidence as required by law and to protect the identity, health, and safety of those mandated reporters of suspected child abuse and/or neglect pursuant to Penal Code Section 11167. The county may further redact information regarding the mandated reporter's observations of the evidence indicating child abuse and/or neglect.
- .622 The county shall release disclosable information to the complainants' attorney or representative only if the complainant has provided the county with a signed consent to do so.
- .623 Witness lists shall be available for exchange in advance of the hearing. The county and the complainant shall provide a list of witnesses they intend to call at the grievance hearing at least ten (10) business days prior to the grievance hearing.
- .624 Failure to disclose evidence or witness lists in advance of the grievance hearing can constitute grounds for objecting to consideration of the evidence or allowing testimony of a witness during the hearing.
- .63 Each party and their attorney or representative, and witnesses while testifying, shall be the only persons authorized to be present during the grievance hearing unless all parties and the grievance review officer consent to the presence of other persons.

- .64 The information disclosed at the grievance hearing may not be used for any other purpose. No information presented at the grievance hearing shall be disclosed to any person other than those directly involved in the matter. Any documents or other evidence disclosed by the county to the complainant or the complainant's representative shall be returned to the county at the conclusion of the hearing.
- .65 All testimony shall be given under oath or affirmation.
- .66 The grievance review officer has no subpoena power. However, the parties may call witnesses to the hearing and question the witnesses called by the other party.
- .661 The grievance review officer may limit the questioning of the witness to protect the witness from unwarranted embarrassment, oppression, or harassment.
- .662 The grievance review officer may prevent the presence and/or examination of a child at the grievance hearing for good cause, including but not limited to protecting the child from trauma or to protect his or her health, safety, and/or well-being.
- .663 The grievance review officer may permit the testimony and/or presence of a child only if the child's participation in the grievance hearing is voluntary and the child is capable of providing voluntary consent.
- (a) The grievance review officer may interview the child outside the presence of county staff, complainant and/or any other party in order to determine whether the participation of the child is voluntary, or whether good cause exists for preventing the child from being present or testifying at the grievance hearing.
- .67 The county employee(s) who conducted the investigation that is the subject of the grievance hearing shall be present at the hearing if that person is employed by the county and is available to participate in the grievance hearing.
- .671 For purposes of this paragraph, a conflict in work assignments shall not render the county employee who conducted the investigation unavailable to participate in the hearing.
- .68 The county shall first present its evidence supporting its action or findings that are the subject of the grievance. The complainant will then provide evidence supporting his or her claim that the county's decision should be withdrawn or changed. The county shall then be allowed to present rebuttal evidence in further support of its finding. Thereafter, the grievance review officer may, at his or her discretion, allow the parties to submit any additional evidence as may be warranted to fully evaluate the matter under review.

- .681 The grievance review officer shall have the authority to continue to review for a period not to exceed ten (10) calendar days if additional evidence or witnesses are necessary to make a determination on the issue.
- .7 The county shall have the proceedings of the grievance hearing audio recorded as part of the official administrative record. The county shall possess and maintain the administrative record of the grievance hearing.
- .71 The complainant or the complainant's attorney and/or representative shall be entitled to inspect the recording and any transcripts made thereof, however the county shall keep possession of the recording and transcript and its contents will remain under seal.
- .711 Where the complainant seeks to inspect the transcript, the costs for transcribing a recording of the hearing shall be assessed to the complainant.
- .72 The county shall lodge the administrative record with the court if any party seeks judicial review of the final decision of the county director.
- .8 Grievance hearing decisions shall be rendered as follows:
- .81 The grievance review officer shall make a determination based upon the evidence presented at the grievance hearing, whether the allegation of child abuse and/or neglect is unfounded, inconclusive, or substantiated as defined by the Penal Code Section 11165.12.
- .82 The grievance review officer shall render a written recommended decision within thirty (30) calendar days of the completion of the grievance hearing. The decision shall contain a summary statement of facts, the issues involved, findings, and the basis for the decision.
- .83 The county director shall issue a final written decision adopting, rejecting, or modifying the recommended decision within ten (10) business days after the recommended decision is rendered. The final written decision shall explain why a recommended decision was rejected or modified by the county director.
- .84 A copy of the decision shall be sent to the following:
- .841 The complainant that requested the grievance hearing;
- .842 The complainant's attorney or representative, if any; and
- .843 The California Department of Social Services.
- .85 If the complainant chooses to challenge the final decision of the county director, the evidence and information disclosed at the grievance hearing may be part of an administrative record for a writ of mandate and kept confidential. The

administrative record shall be kept confidential, including, if any of the parties request, that it be filed with the court under seal.

- .86 The grievance hearing administrative record shall be retained for a length of time consistent with current law, regulations, or judicial order which governs the retention of the underlying record, but not less than one year from the decision date in any circumstance, and shall include the documents and other information accepted as evidence at the hearing.

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Gomez v. Saenz Settlement Agreement and Court Order, Case No: BC284896; Sections 11165.12, 11166(g) and 11167, Penal Code and Sections 827, 10850, and 16503, Welfare and Institutions Code.

Amend Section 31-410 to read:

31-410 TEMPORARY PLACEMENT (Continued)

31-410

.5 The county welfare department or probation department shall begin as assessment for a relative or nonrelative extended family member, as defined in Welfare and Institutions Code Section 319, who either has requested placement of a child pending the detention hearing or whom the social worker/probation officer has identified as willing to provide care for a child pending the detention hearing.

.51 The assessment shall include, but is not limited to, all of the following: (Continued)

.514 The results of a Child Abuse Central Index (CACI) check conducted on all persons 18 years of age and older residing in the home.

HANDBOOK BEGINS HERE

- (a) Penal Code Section ~~11170(b)(5)~~ 11170(c) in summary states that when Child Abuse Central Index information is released by the Department of Justice for temporary placement of a child, the child protective services agency or court investigator is responsible for notifying, in writing, the person listed in the Child Abuse Central Index that he/she is in the index. The notification shall include the name of the reporting agency and the date of the report.
- (b) Penal Code Section 11170(b)(~~6~~10)(A) in summary requires persons or agencies who receive Child Abuse Central Index information for purposes of licensing, adopting or placing a child to obtain the underlying report from the reporting agency and make their own independent assessment regarding the quality of the evidence disclosed and its sufficiency for making decisions regarding the placement of a child which will be the most appropriate placement and in the best interest of the child.

HANDBOOK ENDS HERE

.515 A CACI listing does not necessarily preclude placement with a relative or non-related extended family member. Instead, the relative or non-related extended family member may still be entitled to placement upon consideration of all relevant factors. These factors include but are not limited to the following:

- (a) The nature of the substantiated or inconclusive child abuse/neglect report that led to the CACI listing;

- (b) The period of time that has elapsed since the substantiated or inconclusive child abuse/neglect was committed and the number of offenses;
- (c) The circumstances surrounding the commission of the substantiated or inconclusive child abuse/neglect that would demonstrate the likelihood of repetition; and
- (d) Character references.

.52 (Continued)

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code and Assembly Bill 1695, Section 21.

Reference: Sections 309 (as amended by Assembly Bill 1544, Chapter 793, Statutes of 1997), 319 (as amended by Senate Bill 2232, Chapter 1530, Statutes of 1990), 319(d) (as amended by Assembly Bill 1544, Chapter 793, Statutes of 1997), 309, 309(d), 319, 319(f), 361.2(h), 362.7, 727, 11402, and 16507.5(b) (as amended by Assembly Bill 1695, Chapter 653, Statutes of 2001), 361.2(b) and (g), 366(c), 11467.1, and 16501.1(c), Welfare and Institutions Code; Section 1530.8, Health and Safety Code; Sections ~~11170(b)(5)~~, and ~~11170(b)(610)(A)~~ and 11170(c) (as amended by Senate Bill 644, Chapter 842, Statutes of 1997), Penal Code; and 42 U.S.C. Section 675(1)(A), and Gomez v. Saenz Settlement Agreement and Court Order, Case No: BC284896.

Amend Section 31-501 to read:

CHAPTER 31-500 SPECIAL REQUIREMENTS

31-501 CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS

31-501

- .1 The county shall report by telephone, fax or electronic submission every known or suspected instance of child abuse and/or neglect as defined in Penal Code Section 11165.6, to law enforcement departments and the District Attorney's Office as specified in Penal Code Section 11166(gj).

HANDBOOK BEGINS HERE

Penal Code Section 11165.6 defines child abuse or neglect to include physical injury or death inflicted by other than accidental means upon a child by another person, sexual abuse as defined in Section 11165.1, neglect as defined in Section 11165.2, the willful harming or injuring of a child or the endangering of the person or health of a child, as defined in Section 11165.3, and unlawful corporal punishment or injury as defined in Section 11165.4. "Child abuse or neglect" does not include a mutual affray between minors. "Child abuse or neglect" does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

HANDBOOK ENDS HERE

- .2 When the county receives a report of known or suspected child abuse and/or neglect that has allegedly occurred in a licensed facility, the county shall, ~~as specified in Penal Code Sections 11166.1 and 11166.2,~~ notify the licensing office with jurisdiction over the facility, as specified in Penal Code Sections 11166.1 and 11166.2.
- .3 When the county receives a report of known or suspected child "abuse or neglect in out-of-home care," including a child placed in the home of a relative or non-related extended family member, the county shall create a new referral.
 - .31 The county shall respond to all referrals of "abuse or neglect in out-of-home care" in accordance with the provisions of Section 31-101.
 - .32 A disposition of the investigation shall be recorded in the child's case record.
- .34 The county shall submit a report to the Department of Justice (DOJ) pursuant to Penal Code Section 11169 ~~to the Department of Justice~~ of every case it investigates of known or suspected child abuse that it has determined ~~not to be unfounded to be inconclusive or substantiated~~ as defined in Penal Code Section 11165.2.
 - .41 The county shall not submit a report to the DOJ for referrals it investigates and the only allegation substantiated is general neglect or the only incident is a positive

toxicology screening at the time of delivery, as specified in Penal Code Sections 11165.2(b) and 11165.13.

- .42 The county shall ensure that the report submitted to the DOJ is complete and is in conformity with the California Code of Regulations, Title 11.

HANDBOOK BEGINS HERE

- .421 The California Code of Regulations, Title 11, Standard Reporting Form for Reports of Child Abuse Maintained in the Automated Child Abuse System (ACAS) states:

- (a) The "Child Abuse Summary Report: Form SS 8583 is the standard reporting form required to report investigative summaries of suspected incidents of child abuse and severe neglect to ACAS. Reporting agencies shall submit Form SS 8583 to DOJ after an active investigation has been conducted and the incident has been determined not to be unfounded. Reporting agencies must obtain and use the most recent version of the SS 8583 when submitting the report to DOJ." The SS 8583 form is maintained by DOJ and may be obtained by contacting that department.

HANDBOOK ENDS HERE

- .3143 The county shall make information received from the Department of Justice available as specified in Penal Code Section 11170(b)(1). The county shall make information received from DOJ pursuant to Penal Code Section 11170(b)(1) available to the persons or agencies as specified in that section.
- .5 Within five (5) business days of the county submitting information to the DOJ to list an individual's name on the Child Abuse Central Index (CACI), the county shall provide to that individual written notification, which shall contain the following information and materials:
- .51 The completed SOC 832, as found in Section 31-003(s)(2), notification that the county has completed an investigation of suspected child abuse and/or severe neglect, which the county has determined to be either inconclusive or substantiated, and has submitted the individual's name to the DOJ for listing on the CACI;
- .511 The completed SOC 832 shall include the victim's name, and a brief description of the alleged abuse and/or severe neglect, and the date and location where this occurred;
- .52 The SOC 833, as found in Section 31-003(s)(3), information explaining the individual's right to request a grievance hearing, and the procedures for the hearing;
- .53 The SOC 834, as found in Section 31-003(s)(4), a request for grievance hearing;

- .531 A completed SOC 834 shall include the referral number, name of county, complete contact information, date of birth, reason for grievance, information regarding an attorney or representative for the individual if any, and the address where to submit the request for grievance hearing.
- .54 The SOC 832, 833 and 834 shall be mailed to the last known address where the notice and request for grievance are most likely to be received by the individual.
- .6 An individual wishing to challenge his or her referral to the CACI may request a grievance hearing utilizing the procedures under Section 31-021. The county may initiate an internal review relating to the matter identified in the request prior to the hearing.
- .7 Where the county's finding of inconclusive or substantiated for abuse and/or severe neglect is changed to unfounded as a result of the grievance hearing or internal review, or a judicial determination of factual innocence of all of the investigated allegations that supported the county's decision to refer the individual's name to the DOJ for listing on CACI, the county shall within five business days submit to the DOJ a revised DOJ form SS 8583 containing the change in finding.
- .71 Where the county's finding of inconclusive or substantiated child abuse and/or neglect is changed to a finding other than unfounded as a result of the grievance hearing, the county shall within five business days submit to the DOJ a revised Form SS 8583 containing the change in finding.
- .8 The county shall document the outcome of the grievance hearing and any change in the finding of an allegation, if any, within the child's case record.

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Gomez v. Saenz Settlement Agreement and Court Order, Case No: BC284896 and Sections 11165.12, 11165.5, 11165.6, 11166, 11166.1, 11166.2, 11166.3, 11169, and 11170(b)(1), Penal Code.

NOTICE OF CHILD ABUSE CENTRAL INDEX LISTING

NAME OF ALLEGED SUSPECT

COUNTY OF

The _____ County Child Welfare Services agency has completed an investigation of alleged child abuse or neglect and determined that the allegations of abuse or neglect are either inconclusive or substantiated. Pursuant to Penal Code Section 11169(b), this is notice that the finding of inconclusive or substantiated abuse or neglect was sent to the California Department of Justice (DOJ) for inclusion in the Child Abuse Central Index (CACI). The CACI contains certain information that enables authorized entities to locate investigations of alleged child abuse or neglect conducted by county child welfare departments.

Law enforcement agencies, court investigators, probation departments and district attorneys may use the CACI when investigating allegations of child abuse or neglect. The CACI is also used by licensing agencies and county welfare agencies to investigate persons who apply for licenses to care for children. If any of these agencies receive information from the CACI that there was a prior investigation of child abuse or neglect, they are required to investigate the child abuse or neglect allegation(s).

REPORTS OF SUSPECTED CHILD ABUSE MAINTAINED BY DOJ ARE CONFIDENTIAL AND MAY ONLY BE DISCLOSED TO STATUTORILY AUTHORIZED PARTIES (PENAL CODE SECTION 11167.5).

The County has determined that the allegation of child abuse or neglect against you is:

☐ Inconclusive

or

☐ Substantiated

An inconclusive finding is defined by Penal Code Section 11165.12(c) to mean that the investigator who conducted the investigation determined that the allegation of abuse or neglect was not unfounded but there is insufficient evidence to determine whether child abuse or neglect has occurred.

A substantiated finding is defined by Penal Code section 11165.12(b) to mean that the investigator who conducted the investigation determined that, based upon the evidence, it was more likely than not that child abuse or neglect occurred.

The term child abuse and neglect is defined by Penal Code section 11165.6. This determination is based on the following information discovered during the investigation:

NAME OF ALLEGED VICTIM(S):

DATE(S) AND LOCATION(S) THE ALLEGED ABUSE OR NEGLECT OCCURRED:

THE SPECIFIC ACT(S) OF ABUSE OR NEGLECT ALLEGED AGAINST YOU IS/ARE AS FOLLOWS:

REFERRAL NUMBER:

No action on your part is required at this time. However, if you want to challenge your listing on the CACI, you must complete the enclosed Request for Grievance Hearing form, and mail it to the following address:

You must mail the completed Request for Grievance Hearing form no later than 30 days from the date of this notice. As part of the grievance hearing procedures, you may inspect or receive a copy of the investigative report into this matter, which may be altered to remove information that the county is not authorized to provide to you. This information may be requested by checking the box under the signature line of the Request for Grievance Hearing form. For more information, you can contact:

COUNTY STAFF PERSON:

PHONE

DATED

()

GRIEVANCE PROCEDURES FOR CHALLENGING REFERENCE TO THE CHILD ABUSE CENTRAL INDEX

1. Within five (5) business days of the county submitting information to the Department of Justice (DOJ) to list an individual on the Child Abuse Central Index (CACI), the county shall provide to the listed person written notice, which shall contain the following information and materials:
 - a. That the county has completed an investigation of suspected child abuse or neglect that the county has determined to be either inconclusive or substantiated, and has referred the individual to DOJ for listing on the CACI;
 - b. The victim's name, a brief description of the alleged abuse or neglect and the date and location it occurred;
 - c. The individual's right to request a grievance hearing;
 - d. A county contact person;
 - e. A *Request for Grievance Hearing form*;
 - f. A copy of these grievance procedures

The notice required by this section may be satisfied by mailing the *Notice of Child Abuse Central Index Listing* and the *Request for Grievance Hearing forms*. The forms shall be mailed to the last known address of the individual or any other address known by the county where the notice and request for grievance are most likely to be received by the individual.

2. An individual wishing to challenge his or her reference to the CACI may request a grievance hearing pursuant to the following procedure. This does not preclude the county from initiating an internal investigation to address or rectify the matter identified in the request for grievance prior to the hearing. The county may resolve a grievance at any point by modifying a finding of inconclusive or substantiated abuse or neglect to unfounded and notifying DOJ of the need to remove the individual's name from the CACI.
 - a. A grievance shall be initiated by the individual submitting a written and signed *Request for Grievance Hearing*.
 - b. The *Request for Grievance Hearing* shall set forth the facts which the individual believes provides a basis for reversal of the county's finding of inconclusive or substantiated abuse.
 - c. The individual shall mail a completed *Request for Grievance Hearing form* to the county within thirty (30) calendar days of the date that the *Notice of Child Abuse Central Index Listing and Request for Grievance Hearing forms* were mailed to the individual identified as the perpetrator of the alleged abuse or serious neglect. Failure to mail the *Request for Grievance Hearing form* within the prescribed time-frame shall constitute waiver of the right to a grievance.
 - d. For individuals to whom no prior notification was mailed regarding his or her referral to the CACI, the individual shall file the request for grievance within 30 calendar days of becoming aware that he or she is listed on the CACI and becoming aware of the grievance process.
 - e. No grievance hearing shall be required when a court of competent jurisdiction has determined that the suspected abuse or neglect has occurred, or when the allegation of child abuse or neglect resulting in the referral to the CACI is pending before the court.
 - f. When an individual requests, the county shall assist the individual in the completion of the form necessary to initiate the request for grievance.
3. The grievance hearing shall be scheduled within ten (10) business days and held no later than sixty (60) calendar days from the date the *Request for Grievance Hearing form* is received by the county, unless otherwise agreed to by the individual and the county.
 - a. Notice of the date, time and place of the grievance hearing shall be mailed by the county to the individual requesting the grievance hearing (the complainant) at least 30 calendar days before the grievance hearing.
 - b. The complainant may have an attorney or other representative present at the hearing to assist him or her. The county shall release disclosable information to such attorney or representative only if the individual has provided the county with a signed authorization to do so.
 - c. Either party may request a continuance of the grievance hearing not to exceed ten (10) business days. Additional continuances, or dismissal of the hearing, shall be granted with mutual agreement of all parties involved, or for good cause.
4. The review of the social worker's finding of inconclusive or substantiated abuse or neglect shall be conducted as follows:
 - a. The grievance officer conducting the grievance hearing shall be:
 - i. A staff or other person not involved in the investigation of the alleged child abuse or neglect.
 - ii. Neither a co-worker nor a person directly in the chain of supervision of any of the persons involved in the investigation of the alleged abuse or neglect unless the grievance officer is the director or chief deputy director of the county.
 - iii. Knowledgeable in the field of child abuse or neglect investigations and capable of objectively reviewing the complaint.
 - b. The grievance hearing shall be, to the extent possible, conducted in a nonadversarial atmosphere.
 - c. Each party and their attorney or representative shall be permitted to examine the documents and other evidence which the opposing party intends to introduce at the grievance hearing. All relevant evidence, whether inculpatory or exculpatory, should be permitted to be examined in advance of the hearing. Witness lists shall be available for exchange in advance of the hearing. Failure to disclose evidence or witness lists in advance of the hearing can constitute grounds for objecting to consideration of the evidence at the hearing or to hearing the testimony of a witness during the hearing. Any documents or other evidence disclosed by the county to the complainant and/or his or her attorney or representative for the hearing shall be returned to the county at the conclusion of the hearing.
 - i. The county and the complainant shall make available for inspection the documents and other evidence they intend to rely upon at the grievance hearing at least ten (10) business days prior to the hearing, to the extent permitted by law.

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- ii. The county and the complainant shall make available to the other party a list of witnesses they intend to call at the grievance hearing at least ten (10) business days prior to the grievance hearing, to the extent permitted by law.
 - iii. The county may redact such names and personal identifiers from the documents and evidence as required by law and to protect the identity, health, and safety of those reporting the suspected abuse or neglect and providing information regarding their observations of the evidence indicating abuse or neglect.
 - d. Each party and their attorney or representative, and witnesses while testifying, shall be the only persons authorized to be present during the hearing unless all parties and the grievance officer consent to the presence of other persons. The information disclosed at the grievance hearing may not be used for any other purpose. The parties agree that no information presented at the grievance hearing will be disclosed to any person other than those directly involved in the matter. The evidence and information disclosed at the hearing may be part of an administrative record for a writ of mandate challenging the final decision of the County Director. The administrative record shall be kept confidential, including, if any of the parties request, that it be filed with the court under seal.
 - e. All testimony shall be given under oath or affirmation. The grievance officer has no subpoena power. However, the parties may call witnesses to the hearing and question the other party's witnesses. The grievance officer may limit the questioning of a witness to protect the witness from unwarranted embarrassment, oppression or harassment.
 - i. The grievance officer may prevent the presence and /or examination of a child at the grievance hearing for good cause, including but not limited to protecting the child from trauma or to protect his or her health, safety, and/or well-being. The grievance officer may permit the testimony and/or presence of a child only if the child's participation in the grievance is voluntary and the child is capable of providing voluntary consent. The grievance officer may interview the child outside the presence of the parties in order to determine whether the child's participation is voluntary or whether good cause exists for preventing the child from being present or testifying at the hearing.
 - ii. The county employee who conducted the investigation into the suspected child abuse or neglect shall be present at the hearing if that person is employed by the county, and is available to participate in the grievance. For purposes of this paragraph, a conflict in work assignments shall not render the county employee who conducted the investigation unavailable to participate in the hearing.
 - f. The county shall first present its evidence supporting its findings of inconclusive or substantiated abuse or neglect. The complainant will then provide his or her evidence supporting his or her claim that the county's finding should be withdrawn or changed. The county shall then be allowed to present rebuttal evidence in further support of its finding. Thereafter, the grievance officer may, at his or her discretion, allow the parties to submit any such additional evidence as may be warranted to fully evaluate whether a finding of inconclusive or substantiated abuse is warranted.
 - g. The grievance officer shall have the authority to continue the hearing for a period not to exceed ten (10) calendar days if additional evidence or witnesses are necessary for determination of the issue.
 - h. The grievance officer shall determine, based upon the evidence presented, whether the allegation of abuse or neglect is unfounded, inconclusive or substantiated as defined by the California Penal Code.
 - i. The County shall have the proceedings audio recorded as part of the official administrative record. The county shall possess and maintain the administrative record of the hearing. The complainant or the complainant's attorney shall be entitled to inspect the transcript and/or recording, however the county shall keep possession of the transcript and tape and its contents will remain under seal. Where the complainant seeks to inspect the transcript, the costs for transcribing a recording of the hearing shall be assessed to the complainant. The county shall lodge the administrative record with the court if any party seeks judicial review of the final decision of the County Director.
5. Grievance hearing decisions shall be rendered as follows:
- a. The grievance officer shall render a written recommended decision within 30 calendar days of the close of the grievance hearing. The decision shall contain a summary statement of the facts, the issues involved, findings, and the basis for the decision. The County Director shall issue a written final decision adopting, rejecting, or modifying the recommended decision within ten (10) business days after the recommended decision is issued. The County Director shall explain why a recommended decision was rejected or modified.
 - b. The final decision shall be based upon the evidence presented at the hearing.
 - c. A copy of the recommended and final decision shall be sent to the following:
 - i. Each complainant that requested a grievance hearing;
 - ii. The complainant's attorney or representative, if any; and
 - iii. The California Department of Social Services.
 - d. Where the county's finding of inconclusive or substantiated abuse or neglect is changed as a result of the grievance hearing, the county shall advise DOJ of the change and request that the complainant's name be removed from the CACI or that the designation of inconclusive or substantiated abuse or neglect be changed accordingly.
6. The hearing record shall be retained for a length of time consistent with current law, regulations, or judicial order which governs the retention of the underlying record, but not less than one year from the decision date in any circumstance, and shall include the documents and other evidence accepted as evidence at the hearing.

REQUEST FOR GRIEVANCE HEARING

REFERRAL NUMBER	COUNTY OF
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No grievance hearing shall be required when a court of competent jurisdiction has determined that the suspected abuse or neglect has occurred, or when the allegation of child abuse or neglect resulting in the referral to the Child Abuse Central Index is pending before the court.

A. CONTACT INFORMATION

NAME:		DATE OF BIRTH
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER: ()	ALTERNATE NUMBER: ()	

I hereby request a grievance hearing to dispute the decision to list my name on the Child Abuse Central Index (CACI). I acknowledge that I have received a copy of the Notice of Child Abuse Central Index Listing and a copy of the Grievance Hearing Procedures.

B. REASON FOR GRIEVANCE

The reason I am requesting a grievance hearing is because **(YOU MUST CHECK AT LEAST ONE)**:

- ☐ I am not the person who committed the alleged act(s) of abuse or neglect.
- ☐ The alleged act(s) of abuse or neglect did not occur.
- ☐ Even if the alleged act(s) occurred, these acts are not abuse or neglect within the meaning of the Child Abuse and Neglect Reporting Act.
- ☐ Other. If this box is checked, please explain below. If you need more space for your explanation, you may attach additional pages to this form.

SIGNATURE:	DATED:
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- ☐ Check this box if you would like to schedule an appointment so that you can examine the evidence the county intends to present at the grievance hearing in support of its finding of inconclusive or substantiated abuse or neglect. At this appointment, you must also bring and disclose to the county all the evidence that supports your claim that you should not be listed on the CACI.

You may have an attorney or other representative present at the hearing to assist you. If you intend to have an attorney or other representative present, please provide us with the following information.

C. ATTORNEY/REPRESENTATIVE INFORMATION

ATTORNEY OR REPRESENTATIVE'S NAME:	PHONE NUMBER: ()
ATTORNEY OR REPRESENTATIVE'S ADDRESS:	

Please return this Request for Grievance to this address:

Address:

Attn:

NOTICE PUBLICATION/REGULATIONS SUBMISSION

(See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-09)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-2009-0421-01	REGULATORY ACTION NUMBER 2010-0121-02 S	EMERGENCY NUMBER
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For use by Office of Administrative Law (OAL) only

In the office of the Secretary of State of the State of California

FILED

2010 JAN 21 AM 11:44
OFFICE OF
ADMINISTRATIVE LAW

MAR 4 2010

At 1:27 O'Clock P M
DEBRA BOWEN, Secretary of State
By *[Signature]*
Deputy Secretary of State

NOTICE

REGULATIONS

AGENCY WITH RULEMAKING AUTHORITY

California Department of Social Services

AGENCY FILE NUMBER (If any)

ORD #0908-06

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		NOTICE REGISTER NUMBER 2009, #18-2	PUBLICATION DATE 5-1-2009

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Foster Family Home Regulations	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
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2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)	ADOPT See attachment
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	AMEND See attachment
TITLE(S) T22/MPP	REPEAL See attachment

3. TYPE OF FILING			
☒ Regular Rulemaking (Gov. Code §11346)	☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	☐ Emergency Readopt (Gov. Code, §11346.1(h))	☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	☐ File & Print	☐ Print Only
☐ Emergency (Gov. Code, §11346.1(b))		☐ Other (Specify) _____	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)
November 2 - 18, 2009

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
☒ Effective 30th day after filing with Secretary of State	☐ Effective on filing with Secretary of State	☐ §100 Changes Without Regulatory Effect	☐ Effective other (Specify) _____

6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
☒ Department of Finance (Form STD. 399) (SAM §6660)	☐ Fair Political Practices Commission	☒ State Fire Marshal	<i>dm per agency 3/3/10</i>
☐ Other (Specify) _____			

7. CONTACT PERSON Everardo Vaca, Analyst	TELEPHONE NUMBER (916) 657-2363	FAX NUMBER (Optional) (916) 654-3286	E-MAIL ADDRESS (Optional) evaca@dss.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>[Signature]</i>	DATE 1/19/10
TYPED NAME AND TITLE OF SIGNATORY John A. Wagner, Director	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

MAR 4 2010

Office of Administrative Law

NOTICE PUBLICATION/REGULATIONS SUBMISSION

STD. 400 (REV. 01-09) (REVERSE)

INSTRUCTIONS FOR PUBLICATION OF NOTICE AND SUBMISSION OF REGULATIONS

Use the form STD. 400 for submitting notices for publication and regulations for Office of Administrative Law (OAL) review.

ALL FILINGS

Enter the name of the agency with the rulemaking authority and agency's file number, if any.

NOTICES

Complete Part A when submitting a notice to OAL for publication in the California Regulatory Notice Register. Submit two (2) copies of the STD. 400 with four (4) copies of the notice and, if a notice of proposed regulatory action, one copy each of the complete text of the regulations and the statement of reasons. Upon receipt of the notice, OAL will place a number in the box marked "Notice File Number." If the notice is approved, OAL will return the STD. 400 with a copy of the notice and will check "Approved as Submitted" or "Approved as Modified." If the notice is disapproved or withdrawn, that will also be indicated in the space marked "Action on Proposed Notice." Please submit a new form STD. 400 when resubmitting the notice.

REGULATIONS

When submitting regulations to OAL for review, fill out STD. 400, Part B. Use the form that was previously submitted with the notice of proposed regulatory action which contains the "Notice File Number" assigned, or, if a new STD. 400 is used, please include the previously assigned number in the box marked "Notice File Number." In filling out Part B, be sure to complete the certification including the date signed, the title and typed name of the signatory. The following must be submitted when filing regulations: seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification) and the complete rulemaking file with index and sworn statement. (See Gov. Code § 11347.3 for rulemaking file contents.)

RESUBMITTAL OF DISAPPROVED OR WITHDRAWN REGULATIONS

When resubmitting previously disapproved or withdrawn regulations to OAL for review, use a new STD. 400 and fill out Part B, including the signed certification. Enter the OAL file number(s) of all previously disapproved or withdrawn filings in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). Submit seven (7) copies of the regulation to OAL with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). Be sure to include an index, sworn statement, and (if returned to the agency) the complete rulemaking file. (See Gov. Code §§ 11349.4 and 11347.3 for more specific requirements.)

EMERGENCY REGULATIONS

Fill out only Part B, including the signed certification, and submit seven (7) copies of the regulations with a copy of the STD. 400 attached to the front of each (one copy must bear an original signature on the certification). (See Gov. Code § 11346.1 for other requirements.)

NOTICE FOLLOWING EMERGENCY ACTION

When submitting a notice of proposed regulatory action after an emergency filing, use a new STD. 400 and complete Part A and insert the OAL file number(s) for the original emergency filing(s) in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B). OAL will return the STD. 400 with the notice upon approval or disapproval. If the notice is disapproved, please fill out a new form when resubmitting for publication.

CERTIFICATE OF COMPLIANCE

When filing the certificate of compliance for emergency regulations, fill out Part B, including the signed certification, on the form that was previously submitted with the notice. If a new STD. 400 is used, fill in Part B including the signed certification, and enter the previously assigned notice file number in the box marked "Notice File Number" at the top of the form. The materials indicated in these instructions for "REGULATIONS" must also be submitted.

EMERGENCY REGULATIONS - READOPTION

When submitting previously approved emergency regulations for reoption, use a new STD. 400 and fill out Part B, including the signed certification, and insert the OAL file number(s) related to the original emergency filing in the box marked "All Previous Related OAL Regulatory Action Number(s)" (box 1b. of Part B).

CHANGES WITHOUT REGULATORY EFFECT

When submitting changes without regulatory effect pursuant to California Code of Regulations, Title 1, section 100, complete Part B, including marking the appropriate box in both B.3. and B.5.

ABBREVIATIONS

Cal. Code Regs. - California Code of Regulations
Gov. Code - Government Code
SAM - State Administrative Manual

For questions regarding this form or the procedure for filing notices or submitting regulations to OAL for review, please contact the Office of Administrative Law Reference Attorney at (916) 323-6815.

Notice Publication/Regulations Submission, STD. 400

California Department of Social Services

Foster Family Home Regulations (ORD #0908-06)

Section B.2. Specify California Code of Regulations Title(s) and Section(s):

California Code of Regulations, Title 22, Division 6, Chapter 9.5

Amend Sections:

89200	89231	89319	89405
89201	89234	89323	89410
89202	89235	89361	89420
89205	89240	89370	89421
89206	89242	89372	89465
89207	89244	89373	89468
89218	89246	89374	89469
89219	89252	89376	89475
89219.1	89254	89377	89510.1
89219.2	89255	89378	89510.2
89224	89255.1	89379	89565.1
89226	89256	89387	89566
89227	89286	89387.2	89569.1
89228	89317	89388	89572.2
89229	89318	89400	89587.1

Adopt Sections:

89475.1	89475.2
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Repeal Sections:

89245	89261	89387.1	89570.1
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89387.1 renumbered as 89387(h)

Amend Section 89200 to read:

Article 1. GENERAL REQUIREMENTS, DEFINITIONS, AND FORMS

89200 GENERAL

89200

- (a) The caregiver shall ensure compliance with applicable laws and regulations.
- (b) ~~The provisions of Chapter 1, General Licensing Requirements, Chapter 1,~~ shall not apply to ~~Chapter 9.5, Foster Family Homes, Chapter 9.5.~~

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1502, 1530, 1530.5 and 1531, Health and Safety Code.

Amend Section 89201 to read:

Post-Hearing: Amend Section 89201 to read:

89201 DEFINITIONS

89201

The following definitions shall apply whenever the terms are used throughout this chapter.

- (a) (1) "Adult" means a person who is 18 years of age or older or over, except:
- (A) A "child" who is 18 or 19 as specified in the definition for "child" under subsection (c)(7), and
- (B) A "child" who is 18-22 as specified in the definition for "child with special health care needs" under subsection (c)(10).
- (2) "Age-Appropriate" means activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity. Age appropriateness is based on the development of cognitive, emotional, physical, and behavioral capacity that is typical for an age or age group.
- (3) "Alternative Caregiver" means a person who cares for a "child" in the caregiver's licensed or approved home when the caregiver is away for more than 24 hours at a time as specified in Section 89378, subsection (a)(1)(B).
- (24) "Applicant" means any adult who has ~~made application~~ applied for a foster family home license or to be an approved home.
- (35) "Approval Agency" means the child-placing agency that ~~has the responsibility to approve~~ is responsible for approving the homes of relative and nonrelative extended family members ~~as meeting that meet~~ the same standards as those ~~set forth~~ in Article 3 of this chapter.
- (46) "Approved Home" means the home of a relative or nonrelative extended family member that is exempt from licensure and is approved as meeting the same standards as those ~~set forth~~ in Article 3 of this chapter.
- (57) "Authorized Representative" means ~~any~~ the person or entity authorized by law to act on behalf of ~~any~~ a "child." Such ~~The~~ person or entity may include, but not be limited to, a ~~minor's~~ parent or attorney of a "child," Court Appointed Special Advocates (CASA), a legal guardian, a conservator, or a public placement agency.
- (b) (1) "Basic Rate" means ~~the rate charged by a home to provide basic services~~ amount of money that is paid to the licensed or approved caregiver for providing care and supervision of an Aid to Families with Dependent Children-Foster Care (AFDC-FC) "child" as specified in Welfare and Institutions Code section 11461. For SSI/SSP recipients, the basic rate means the established nonmedical out-of-home care rate

~~which includes any exempt income allowance but does not include that amount allotted for the recipient's personal and incidental needs.~~

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 11461 provides in part:

"(a) For children placed in a licensed or approved family home with a capacity of six or less, or in an approved home of a relative or nonrelated legal guardian, or the approved home of a nonrelative extended family member as described in Section 362.7, the per child per month rates in the following schedule shall be in effect...

(d)(1)(A) Beginning with the 1991-92 fiscal year, the schedule of basic rates in subdivision (a) shall be adjusted by the percentage changes in the California Necessities Index, computed pursuant to the methodology described in Section 11453, subject to the availability of funds.

(e)(1) As used in this section, 'specialized care increment' means an approved amount paid with state participation on behalf of an AFDC-FC child requiring specialized care to a home listed in subdivision (a) in addition to the basic rate. On the effective date of this section, the department shall continue and maintain the current ratesetting system for specialized care.

(f)(1) As used in this section, 'clothing allowance' means the amount paid with state participation in addition to the basic rate for the provision of additional clothing for an AFDC-FC child, including, but not limited to, an initial supply of clothing and school or other uniforms...

(5) For the 2000-01 fiscal year and each fiscal year thereafter, without a county share of cost, notwithstanding subdivision (c) of Section 15200, each child shall be entitled to receive a supplemental clothing allowance of one hundred dollars (\$100) per year subject to the availability of funds. The clothing allowance shall be used to supplement, and not supplant, the clothing allowance specified in paragraph (1)."

HANDBOOK ENDS HERE

- (2) ~~"Basic Services" means those services required by applicable law and regulation to be provided by the licensee in order to obtain and maintain a community care facility license.~~
- (c) (1) ~~"California Department of Justice Clearance" means an individual~~ "California Department of Justice Clearance" means a person has no felony or misdemeanor convictions, other than a minor traffic violation, reported by the California Department of Justice.
- (2) ~~"Capacity" means the maximum number of persons authorized to be provided~~ "Capacity" means the maximum number of persons authorized to be provided "children" for whom the foster family home is licensed to provide care and supervision at any one time in any licensed facility.

- (3) "Care and Supervision" is defined in Welfare and Institutions Code section 11460, subsection (b) and means includes, but is not limited to, any one or more of the following activities provided by a caregiver to meet the needs of the children: a "child":
- (A) Assistance in dressing, grooming, bathing, and other personal hygiene.
 - (B) Central storage for or distribution of medicine, and Assistance with taking medication medicine, as specified in Section 89475, subsection (c).
 - (C) ~~Central storing and/or distribution of medications, as specified in Section 89475(e).~~
 - (D) Arrangement of and assistance with medical and dental care. This may include transportation.
 - (E) Maintenance of house rules for the protection of children.
 - (F) Supervision of children's schedules and activities.
 - (G) Maintenance and/or supervision of children's the child's cash resources or property where appropriate.
 - (H) Monitoring food intake or special diets.
 - (I) ~~Providing basic services as defined in Section 89201(b)(2).~~

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 11460, subsection (b) provides:

"Care and supervision' includes food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child, and reasonable travel to the child's home for visitation."

HANDBOOK ENDS HERE

- (4) ~~"Caregiver" for the purpose of this chapter means, the person who is licensed/ or approved individual having the to have authority and responsibility for the care and supervision of a "child" and operation of a the home.~~
- (5) "Caregiver's Family" means the caregiver's spouse, any relative, as defined in Section 89201(r)(1), or adopted children, or persons under guardianship or conservatorship of the caregiver, or the caregiver's spouse, who resides in the home.
- (6) "Cash Resources" means:
- (A) ~~Monetary g~~Gifts of money.

- (B) Tax credits and/or refunds.
- (C) Earnings from employment or workshops.
- (D) Money for Ppersonal and incidental need allowances from funding sources of income including, but not limited to, SSI/SSP.
- (E) Allowances paid to ~~children~~ a "child."

HANDBOOK BEGINS HERE

The caregiver is not required to, but may decide to, give a "child" an allowance.

HANDBOOK ENDS HERE

- (F) Any other similar resources as ~~determined~~ decided by the licensing agency.
- (7) "Child" means a person who is under 18 years of age or a person up to 19 years of age, ~~who meets the requirements of Section 11403 of the Welfare and Institutions Code, who is being provided care and supervision in a foster family home, except where specified otherwise in this chapter, placed with a caregiver in a licensed foster family home or approved home by a regional center, a parent or guardian, or a public child placement agency with or without a court order.~~ "Child" also means a person who is:
 - (A) 18 or 19, meets the requirements of Welfare and Institutions Code section 11403, and continues to be provided with care and supervision by the caregiver in the home, or
 - (B) 18-22 as specified in the definition for "child with special health care needs" under subsection (c)(10) and continues to be provided with care and supervision by the caregiver in the home.

HANDBOOK BEGINS HERE

- (A) Welfare and Institutions Code ~~S~~section 11403 provides:

"A child who is in foster care and receiving aid pursuant to this chapter and who is attending high school or the equivalent level of vocational or technical training on a full-time basis, or who is in the process of pursuing a high school equivalency certificate, prior to his or her 18th birthday, may continue to receive aid following his or her 18th birthday so long as the child continues to reside in foster care placement, remains otherwise eligible for AFDC-FC payments, and continues to attend high school or the equivalent level of vocational or technical training on a full-time basis, or continues to pursue a high school equivalency certificate, and the child may reasonably be expected

to complete the educational or training program or to receive a high school equivalency certificate, before his or her 19th birthday. Aid shall be provided ~~such~~ to an individual pursuant to this section provided both the individual and the agency responsible for the foster care placement have signed a mutual agreement, if the individual is capable of making an informed agreement, which documents the continued need for out-of-home placement."

HANDBOOK ENDS HERE

- (8) "Child Abuse Central Index- (CACI)" means the California Department of Justice maintained statewide, multi-jurisdictional, centralized index of child abuse investigation reports. These reports pertain to alleged incidents of physical abuse, sexual abuse, mental/emotional abuse ~~and/~~ or severe neglect. Each child protection agency (police, sheriff, county welfare, and probation departments) is required by law to forward to the California Department of Justice a report of every child abuse incident it investigates, unless an incident is determined to be unfounded.
- (9) "Child Abuse Central Index (CACI) Clearance" means that the California Department of Justice has conducted a name search of the index and the search did not result in a match, or if there is a match, the allegation(s) was not substantiated by the Department after independent review and investigation pursuant to Health and Safety Code Section 1522.1 ~~of the Health and Safety Code~~.
- (10) "Child with Special Health Care Needs" means a ~~child who is~~ person under 18 years of age or a ~~person up to 22 years of age or~~ and younger, who meets the requirements of Welfare and Institutions Code Section 17710, subsection (a) ~~of the Welfare and Institutions Code~~ and all of the following conditions:
- (A) Has a medical condition that requires specialized in-home health care and
- (B) Is one of the following:
1. A child who has been adjudged a dependent of the court under Welfare and Institutions Code Section 300 ~~of the Welfare and Institutions Code~~.
 2. A child who has not been adjudged a dependent of the court under Welfare and Institutions Code Section 300, ~~of the Welfare and Institutions Code~~ but who is in the custody of the county welfare department.
 3. A child with a developmental disability who is receiving services and case management from a regional center.

HANDBOOK BEGINS HERE

- (C) Welfare and Institutions Code Section 17710, subsection (a) provides:

"Child with special health care needs' means a child, or a person who is 22 years of age or younger who is completing a publicly funded education program, who has a condition that can rapidly deteriorate resulting in permanent injury or death or who has a medical condition that requires specialized in-home health care, and who either has been adjudged a dependent of the court pursuant to Section 300, has not been adjudged a dependent of the court pursuant to Section 300 but is in the custody of the county welfare department, or has a developmental disability and is receiving services and case management from a regional center."

HANDBOOK ENDS HERE

(11) "Completed Application" means:

(A) The applicant has submitted and the licensing agency has received, all required information and materials that are required for a license, including an approved fire clearance, if applicable, from the local fire authority having jurisdiction, a CACI clearance, and a California criminal record clearance or exemption, or evidence of compliance with FBI requirements as specified in Section 1522(d)(1)(D) of the Health and Safety Code on the applicant and any other individuals specified in Section 89219. A completed application includes an approved fire clearance from the local fire authority, if a fire clearance for the home is required. It also includes a Child Abuse Central Index (CACI) clearance and a California criminal record clearance or exemption, or evidence of compliance with the FBI requirements specified in Health and Safety Code section 1522(d)(4)(D), for the applicant and any other person specified in Section 89219, Criminal Record Clearance, and

(B) The licensing agency has completed a site visit to the facility home.

(12) "Conservator" means a person appointed by the Superior Court pursuant to the provisions commencing with ~~Section 1800 of the Probate Code~~ section 1800 or ~~Section 5350 of the Welfare and Institutions Code~~ section 5350, to care for the person, or the estate, or the person and estate, of another.

(13) "Control of Property" means the legal right to enter, occupy, and maintain the operation of the home as verified by ~~documentation documents that are provided to the Department or approval agency upon request of the Department;~~ Such documentation documents may include:

(A) ~~a~~ A ~~Grandt~~ Grandt Deed showing ownership;~~;~~ or

(B) ~~the~~ A ~~lease or rental agreement or rental agreement;~~ or

(C) ~~a~~ A court order or similar document which shows ~~the~~ authority to control the property pending the outcome of a probate proceeding or an estate settlement;~~;~~ or

- (D) ~~a~~Any other documents that is acceptable to the Department, ~~(for example to include, but not be limited to, utility bills, insurance statement, etc.)~~.
- (14) "Conviction" means:
- (A) A criminal conviction in California, or
 - (B) Any criminal conviction of another state, federal, military, or other jurisdiction, which if committed or attempted in California, would have been punishable as a crime in California.
- (15) "Criminal Record Clearance" means ~~an individual~~ a person has a California Department of Justice clearance and an FBI clearance or evidence of compliance with FBI requirements as specified in Health and Safety Code Section 1522, subsection (d)(14)(D) of the Health and Safety Code.
- (d) (1) "Deficiency" means any failure to comply with any provision of the Community Care Facilities Act ~~commencing beginning with Health and Safety Code Section 1500 of the Health and Safety Code and/or regulations adopted by the Department pursuant to the Act.~~
- (2) "Department" is defined in Health and Safety Code Section 1502, subsection (b) of the Health and Safety Code as the State Department of Social Services.
- (3) "Director" is defined in Health and Safety Code Section 1502, subsection (c) of the Health and Safety Code as the Director of the State Department of Social Services.
- (4) "Disability" means a developmental, mental, or physical condition that makes a child developmentally disabled, mentally disordered or physically handicapped, and for whom for which a "child" requires special care and supervision is required as a result of his/her condition.
- (5) "Documented Alternative Plan (DAP)" means a written plan, ~~reviewed and approved by the licensing or approval worker that the licensing or approval worker reviews and approves~~ on a case-by-case basis as a plan that is an alternative another, but equally protective, manner of meeting way to meet the intent of specified a specific regulations in Article 3 of this chapter.
- (e) (1) "Evaluator" means any person who is a duly authorized officer, employee, or agent of the Department, ~~including any officer, employee or agent of a county or other public agency authorized by the Department to license homes county or other public agency, such as a Licensing Program Analyst (LPA), who makes licensing visits to a foster family home.~~
- (2) "Evidence of Caregiver's Death" shall include, but is not limited to, a copy of the death certificate, obituary notice, certification of death from the decedent's mortuary, or a letter from the attending physician or coroner's office verifying the caregiver's death.

- (3) "Exception" means a "child"-specific, nontransferable, written authorization issued by the licensing agency that approves an equally protective manner of complying with the intent of a specific regulation(s) ~~and which are based on documentation of the unique needs or circumstances of a specific "child" placed in the home. Exceptions are granted for a particular child and cannot be transferred or applied to other children or other homes or caregivers. Exception does not apply to Article 3 of this chapter.~~
- (4) "Exemption" means the granting of an exemption to the disqualification for a license, employment or presence in a home, as allowed under Health and Safety Code Section 1522, subsection (g) of the Health and Safety Code, for an individual person who does not have a criminal records clearance. ~~An exemption is not transferable, except as provided in Section 89219.1(g).~~

HANDBOOK BEGINS HERE

(A) Health and Safety Code ~~Section~~ 1522(g)(1) reads in part:

"After review of the record, the director may grant an exemption from disqualification for a license or special permit ~~pursuant to as specified in paragraph (4) of subdivision (a), or for a license, special permit, or certificate of approval pursuant to as specified in paragraphs (4), (7), and (8) of subdivision (d), or for employment, residence, or presence in a community care facility as specified in paragraphs (3), (4), and (5) of subdivision (c), if the director has substantial and convincing evidence to support a reasonable belief that the applicant and the person convicted of the crime, if other than the applicant, are of such good character as to justify issuance of the license or special permit or granting an exemption for purposes of subdivision (c)...~~"

HANDBOOK ENDS HERE

- (f) (1) "Family Health Care" means health care which does not require the skills of qualified technical or professional health care personnel and is provided to a "child" by the ~~foster parent caregiver~~ in accordance with Section 89475, Health Related Services. ~~When these requirements are met, the family health care that may be provided includes, but is not limited to the following:~~
- (A) ~~Routine administration of medications such as the administration of suppositories, ointments, lotions, pills, enemas or medications given by liquid medication dispenser, puffer, dropper or nebulizer.~~
 - (B) ~~Changing ostomy or indwelling urinary catheter bags.~~
 - (C) ~~Urine and blood glucose testing using a monitoring kit approved for home use.~~
 - (D) ~~Heart and breathing apnea monitoring when it is simply the case of providing stimulation to the infant /child when the cardiac or respiratory rate falls below a specified rate and not a matter of interpreting a monitor pattern with the intervention based on that interpretation.~~

- (E) ~~Assistance with procedures self-administered by older children free of severe mental or physical disabilities such as insulin injection and oxygen administration.~~
- (F) ~~Assistance to children with other procedures such as injections where not otherwise prohibited by law.~~

HANDBOOK BEGINS HERE

Family health care may include, but is not limited to, the following:

- (A) Routine administration of medicine such as suppositories, ointments, lotions, pills, enemas, or medicine given by liquid medication dispenser, puffer, dropper, or nebulizer.
- (B) Changing ostomy or indwelling urinary catheter bags.
- (C) Urine and blood glucose testing using a monitoring kit approved for home use.
- (D) Heart and breathing apnea monitoring when only providing stimulation to the infant or child when the infant's or child's cardiac or respiratory rate falls below a specified rate. It is not interpreting a monitor pattern and making an intervention based on that interpretation.
- (E) Assistance with procedures self-administered by older children as appropriate to their age, development, and disability, if any, such as insulin injection and oxygen administration.
- (F) Assistance to children with other procedures, such as injections, where not otherwise prohibited by law.

HANDBOOK ENDS HERE

- (2) "Federal Bureau of Investigation (FBI) Clearance" means ~~an individual person~~ has no felony or misdemeanor convictions, other than a minor traffic violation, reported by the FBI.
- (3) "Foster Family Home (FFH)" means ~~any the home owned, leased, or rented by the caregiver(s) as their residence and where the caregiver(s), in their own home, is licensed or approved to provides 24-hour care and supervision for six or fewer foster children and the caregiver has control of the property as defined in Health and Safety Code section 1502, subsection (a)(5). This also includes A foster family home may provide sibling care for up to eight children provided the requirements of Health and Safety Code Ssection 1505.2 of the Health and Safety Code are met.~~

HANDBOOK BEGINS HERE

Health and Safety Code section 1502(a)(5) provides:

"Foster family home' means any residential facility providing 24-hour care for six or fewer foster children that is owned, leased, or rented and is the residence of the foster parent or parents, including their family, in whose care the foster children have been placed. The placement may be by a public or private child placement agency or by a court order, or by voluntary placement by a parent, parents, or guardian. It also means a foster family home described in Section 1505.2."

(A) Health and Safety Code Ssection 1505.2 provides:

"A licensing agency may authorize a foster family home to provide 24-hour care for up to eight foster children, for the purpose of placing siblings or half siblings together in foster care. This authorization may be granted only if all of the following conditions are met:

(A) The foster family is not a specialized foster care home as defined in subdivision (i) of Section 17710 of the Welfare and Institutions Code.

(B) The home is sufficient in size to accommodate the needs of all children in the home.

(C) For each child to be placed, the child's placement social worker has determined that the child's needs will be met and has documented that determination.

The licensing agency may authorize a foster family home to provide 24-hour care for more than eight children only if the foster family home specializes in the care of sibling groups, that placement is solely for the purpose of placing together one sibling group that exceeds eight children, and all of the above conditions are met."

HANDBOOK ENDS HERE

(g) (1) "Gender Identity" means a person's internal identification or self-image as male or female.

(12) "Guardian" means a person who is appointed by the Superior Court pursuant to the provisions commencing with Probate Code Ssection 1500 of the Probate Code or Welfare and Institutions Code Ssections 360 or 366.26 of the Welfare and Institutions Code to care for the person, or the estate, or the person and estate, of another.

(h) (1) "Health and Education Passport" means a summary of health and education information or records for a "child" that includes mental health information or records, as provided in Welfare and Institutions Code section 16010.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 16010 provides in part:

"(a) When a child is placed in foster care, the case plan for each child recommended pursuant to Section 358.1 shall include a summary of the health and education information or records, including mental health information or records, of the child. The summary may be maintained in the form of a health and education passport, or a comparable format designed by the child protective agency. The health and education summary shall include, but not be limited to, the names and addresses of the child's health, dental, and education providers, the child's grade level performance, the child's school record, assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement, a record of the child's immunizations and allergies, the child's known medical problems, the child's current medications, past health problems and hospitalizations, a record of the child's relevant mental health history, the child's known mental health condition and medications, and any other relevant mental health, dental, health, and education information concerning the child determined to be appropriate by the Director of Social Services. If any other provision of law imposes more stringent information requirements, then that section shall prevail."

HANDBOOK ENDS HERE

- (42) "Health Care Professional" means a physician or ~~an individual person~~ who is licensed or certified under Business and Professions Code Division 2 of the Business and Professions Code to perform the necessary client care procedures ~~that is~~ prescribed by a physician. ~~Such~~ These health care professionals include the following: Registered Nurse, Public Health Nurse, Licensed Vocational Nurse, Psychiatric Technician, Physical Therapist, Occupational Therapist, and Respiratory Therapist.
- (23) "Home" means ~~for the purpose of this chapter~~ a Foster Family Home.
- (i) (1) "Inconclusive" means that although the allegation may have happened or is valid, there is not a preponderance of the evidence to prove that the alleged violation occurred.
- (42) "Independent Living Program (ILP)" means the program authorized under 42 USC ~~Ssection 677 of the Social Security Act for to provide~~ services and activities to assist children age 16 years or older in foster care ~~to make~~ in making the transition from foster care to independent living.

HANDBOOK BEGINS HERE

Examples of ILP services may include assistance with:

- (A) Obtaining a high school diploma,
- (B) Career exploration,

- (C) Vocational training,
- (D) Job placement and retention,
- (E) Daily living skills,
- (F) Budgeting and financial management skills,
- (G) Substance abuse prevention, and
- (H) Preventive health activities.

HANDBOOK ENDS HERE

- (23) "Individualized Health Care Plan" means the written plan developed by an individualized health care plan team and approved by the team physician, or other health care professional designated by the physician to serve on the team, for the provision of specialized in-home health care: to a "child with special health care needs." A hospital discharge plan may be used in place of the individualized health care plan as specified in Section 89569.1, subsection (c).
- (34) "Individualized Health Care Plan Team" means those ~~individuals~~ persons who develop an individualized health care plan for a "child with special health care needs," ~~These persons which must include the child's primary care physician for a "child" or other health care professional designated chosen by the physician to serve on the team, any involved medical team,~~ the county social worker or regional center caseworker; for the "child," and any health care professional designated chosen to monitor the specialized in-home health care provided to ~~the a~~ a "child" pursuant to the ~~child's individualized health care plan. The individualized health care plan team may include, but shall not be limited to, a public health nurse, representatives from the California Children's Services Program or the Child Health and Disability Prevention Program, regional centers, the county mental health department and where reunification is the goal, the parent or parents, if available. In addition, the individualized health care plan team may also include the prospective specialized caregiver, but that caregiver shall not participate in any team determination required by Sections 89510.1(a)(1)(C) and 89565.1(a)(1)(B).~~

HANDBOOK BEGINS HERE

The individualized health care plan team is convened by the county social worker or regional center social worker for a "child with special health care needs." This team may also include, but shall not be limited to, a public health nurse, representatives from the California Children's Services Program or the Child Health and Disability Prevention Program, regional centers, the county mental health department, the parent or parents of a "child" if they are available, and the prospective specialized caregiver.

HANDBOOK ENDS HERE

(45) "Infant" means a child under two years of age 2.

(j) (Reserved)

(k) (Reserved)

(l) (1) "Licensing Agency" means the State California Department of Social Services (CDSS) or any state, county or other public agency that is authorized by the Department to assume ~~specified~~ specific licensing responsibilities pursuant to Health and Safety Code Section 1511 of the Health and Safety Code.

(2) "Licensed Home" means a home that is licensed by the California Department of Social Services (CDSS), Community Care Licensing Division or a county in accordance with the standards set forth in Article 3 of this chapter. The license cannot be transferred to another person or location.

(m) (1) "Medical Assessment" means a written medical evaluation by a health care professional which documents the health of a "child", including any possible medical problems.

(+2) "Medical Conditions Requiring That Require Specialized In-Home Health Care" means ~~provided that care may be safely and adequately administered~~ health conditions that a "child" may have that a caregiver who has received training can care for safely when in the home.

(A) ~~A dependency upon one or more of the following when, but for the fact that trained foster parents may provide these services under Section 17736 of the Welfare and Institutions Code, the skills of qualified technical or professional personnel would be required: Enteral feeding tube, total parenteral feeding, a cardiorespiratory monitor, intravenous therapy, a ventilator, oxygen support, urinary catheterization, renal dialysis, ministrations imposed by tracheostomy, colostomy, ileostomy, ileal conduit or other medical or surgical procedures or special medication regimens, including injection and intravenous medication; or~~

(B) ~~Conditions such as AIDS, premature birth, congenital defects, severe seizure disorders, severe asthma, bronchopulmonary dysplasia, and severe gastroesophageal reflux when, because his/her condition could rapidly deteriorate causing permanent injury or death, the child requires in-home health care other than, or in addition to, family health care.~~

HANDBOOK BEGINS HERE

These conditions may include:

(A) Dependency upon one or more of the following: Enteral feeding tube, total parenteral feeding, a cardiorespiratory monitor, intravenous therapy, a

ventilator, oxygen support, urinary catheterization, kidney dialysis, care that is required by tracheostomy, colostomy, ileostomy, ileal conduit or other medical or surgical procedures; or special medication regimens, including injection and intravenous medicine; or

- (B) AIDS, premature birth, congenital defects, severe seizure disorders, severe asthma, bronchopulmonary dysplasia, and severe gastroesophageal reflux when, because his or her condition could rapidly deteriorate causing permanent injury or death, a "child" requires in-home health care other than, or in addition to, family health care.

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- (23) "Medical Professional" means a ~~H~~health ~~C~~care ~~P~~professional as defined in subsection (h)(2).
- (n) (1) ~~"Needs and Services Plan" means a time-limited, goal-oriented written plan which identifies the specific needs of an individual child. This plan shall contain at a minimum the information required in Section 89370 and information on the background and needs of the child that the placing social worker deems necessary for the effective care of the child. This may include a social work assessment, medical reports, educational assessment, and identification of special needs when necessary.~~
- (21) ~~"Nonrelative Extended Family Member (NREFM)" means any adult caregiver who has an established familial or mentoring relationship with the child pursuant as defined in Welfare and Institutions Code Ssection 362.7 of the Welfare and Institutions Code.~~

HANDBOOK BEGINS HERE

- (A) Welfare and Institutions Code Ssection 362.7 provides:

~~"When the home of a nonrelative extended family member is being considered for placement of a child, the home shall be evaluated, and approval of that home shall be granted or denied, pursuant to the same standards set forth in the regulations for the licensing of foster family homes which prescribe standards of safety and sanitation for the physical plant and standards for basic personal care, supervision, and services provided by the caregiver.~~

~~"... A 'nonrelative extended family member' is defined as any adult caregiver who has an established familial or mentoring relationship with the child. The county welfare department shall verify the existence of a relationship through interviews with the parent and child or with one or more third parties. The parties may include relatives of the child, teachers, medical professionals, clergy, neighbors, and family friends."~~

HANDBOOK ENDS HERE

(32) "Nonambulatory Person" means a person as defined in Health and Safety Code Section 13131 of the Health and Safety Code.

(A) A person who uses postural supports as specified in Section 8934725.2, subsection (a)(71); is nonambulatory.

(B) A person is not ~~deemed~~ considered nonambulatory solely because he / or she is deaf, blind, or prefers to use an mechanical aid for assistance.

HANDBOOK BEGINS HERE

(C) Health and Safety Code Section 13131 provides:

"Nonambulatory persons' means persons unable to leave a building unassisted under emergency conditions. It includes any person who is unable, or likely to be unable, to physically and mentally respond to a sensory signal approved by the State Fire Marshal, or an oral instruction relating to fire danger, and persons who depend upon mechanical aids such as crutches, walkers, and wheelchairs. The determination of ambulatory or nonambulatory status of persons with developmental disabilities shall be made by the Director of Social Services or his or her designated representative in consultation with the Director of Developmental Services or his or her designated representative. The determination of ambulatory or nonambulatory status of all other disabled persons placed after January 1, 1984 who are not developmentally disabled shall be made by the Director of Social Services, or his or her designated representative."

HANDBOOK ENDS HERE

(o) (1) ~~(Reserved)~~ "Occasional Short-Term Babysitter" means a person who cares for a "child" in or out of the caregiver's licensed or approved home on an occasional basis for no more than 24 hours at a time as specified in Section 89378, subsection (a)(1)(A).

(p) (4) Renumbered to Section 89201(r)(3)

(1) "Personal Property" means items that a "child" brings to or obtains while in foster care, such as clothes, gifts, and personal effects.

(2) "Physician" means a person who is licensed by the Medical Board of California or by the Osteopathic Medical Board of California as a physician and or surgeon by the California Board of Medical Examiners or by the California Board of Osteopathic Examiners.

(3) "Postural Support" means appliances or devices that are used to achieve proper body position and balance for a "child," improve mobility and independent functioning for a "child," position a "child," or prevent a "child" from falling or injury as specified in Section 89475.2, Postural Supports and Protective Devices.

- (4) "Pre-Placement Questionnaire" means the set of questions specified in Section 89468, Admission Procedures and the Pre-Placement Questionnaire (LIC 9225).
- (35) "PRN Medication" (pro re nata) means any nonprescription or prescription medication ~~which~~ that is to be taken as needed.
- (6) "Protective Devices" means items that protect a "child" from getting hurt and are prescribed by a physician as specified in Section 89475.2, Postural Supports and Protective Devices.
- (47) "Provision" or "Provide" means whenever any regulation requires that provision be made for or that there be provided any service, personnel, or other requirement, the caregiver shall do so directly or present evidence to the licensing agency that the requirement has been met by some other means.
- (8) "Prudent Parent" or "Reasonable and Prudent Parent Standard" is defined in Welfare and Institutions Code section 362.04, subsection (a)(2) and specified in Section 89377, Reasonable and Prudent Parent Standard.

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Welfare and Institutions Code section 362.04, subsection (a)(2) provides:

"'Reasonable and prudent parent' or 'reasonable and prudent parent standard' means the standard characterized by careful and sensible parental decisions that maintain the child's health, safety, and best interest."

HANDBOOK ENDS HERE

- (q) (Reserved)
- (r) (1) "Rehabilitation" means that period of time, together with any education, counseling or therapy, training, stable employment, restitution, remorse, changes in lifestyle, or community service, which assist ~~an individual~~ person in reestablishing good character.
- (2) "Relative" means:
 - (A) A person related to ~~the~~ a "child" by birth or adoption within the fifth degree of kinship who, regardless of whether ~~the~~ a parent's rights to ~~the~~ a "child" have been terminated or relinquished, is one of the following:
 - 1. Parent (mother, father), sibling (brother, sister), half-sibling (half-brother, half-sister), nephew, niece, uncle, aunt, first cousin, first cousin once removed, or ~~any such person of a preceeding~~ is in an earlier generation denoted by the prefixes grand, great, great-great, or great-great-great.

- (B) Stepfather, stepmother, stepbrother, or stepsister; or
 - (C) The spouse of any person named in (A) or (B) above, even after if the marriage has been terminated by death or dissolution.
- (p) (43) "Physical Restraining Device" means any physical or mechanical device, material, or equipment item that is attached or adjacent next to a child's the body which of a "child" that the a "child" cannot remove easily and which restricts keeps the "child's" from moving freely freedom of movement. Restraining devices include leg restraints, arm restraints, soft ties or vests, wheel chair safety bars, and full length bedrails as specified in Section 89475.2, Postural Supports and Protective Devices.
- (s) (1) "Self Administer" means the act of a "child" administering or giving him or herself medicine or injections as specified in Sections 89475.1, Emergency Medical Assistance, Injections, and Self-Administration of Medications and 89475, Health Related Services.
- (42) "Serious Deficiency" means any deficiency that presents an immediate or substantial threat to the physical health, mental health, or safety of any child in a home.
- (23) "Sexual Orientation" means, for the purpose of in this chapter, the actual or perceived identification of any individual person as heterosexual, gay, lesbian, or bisexual.
- (4) "Shared Responsibility Plan" means a written plan that describes the duties, rights, and responsibilities of the teen parent and the caregiver with regard to the teen parent's child as defined in Welfare and Institutions Code section 16501.25 and specified in Section 89378, Responsibility for Providing Care and Supervision.

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Welfare and Institutions Code section 16501.25 provides in part:

"...(b)(1) When the child of a teen parent is not subject to the jurisdiction of the dependency court but is in the full or partial physical custody of the teen parent, a written shared responsibility plan shall be developed. The plan shall be developed between the teen parent, caregiver, and a representative of the county child welfare agency or probation department, and in the case of a certified home, a representative of the agency providing direct and immediate supervision to the caregiver. Additional input may be provided by any individuals identified by the teen parent, the other parent of the child, if appropriate, and other extended family members. The plan shall be developed as soon as is practicably possible. However, if one or more of the above stakeholders are not available to participate in the creation of the plan within the first 30 days of the teen parent's placement, the teen parent and caregiver may enter into a plan for the purposes of fulfilling the requirements of paragraph (2) of subdivision (d) of Section 11465, which may be modified at a later time when the other individuals become available.

(2) The plan shall be designed to preserve and strengthen the teen parent family unit, as described in Section 16002.5, to assist the teen parent in meeting the goals outlined in Section 16002.5, to facilitate a supportive home environment for the teen parent and the child, and to ultimately enable the teen parent to independently provide a safe, stable, and permanent home for the child. The plan shall in no way limit the teen parent's legal right to make decisions regarding the care, custody, and control of the child.

(3) The plan shall be written for the express purpose of aiding the teen parent and the caregiver to reach agreements aimed at reducing conflict and misunderstandings. The plan shall outline, with as much specificity as is practicable, the duties, rights, and responsibilities of both the teen parent and the caregiver with regard to the child, and identify supportive services to be offered to the teen parent by the caregiver or, in the case of a certified home, the agency providing direct and immediate supervision to the caregiver, or both. The plan shall be updated, as needed, to account for the changing needs of infants and toddlers, and in accordance with the teen parent's changing school, employment, or other outside responsibilities. The plan shall not conflict with the teen parent's case plan. Areas to be addressed by the plan include, but are not limited to, all of the following:

(A) Feeding.

(B) Clothing.

(C) Hygiene.

(D) Purchase of necessary items, including, but not limited to, safety items, food, clothing, and developmentally appropriate toys and books. This includes both one-time purchases and items needed on an ongoing basis.

(E) Health care.

(F) Transportation to health care appointments, child care, and school, as appropriate.

(G) Provision of child care and babysitting.

(H) Discipline.

(I) Sleeping arrangements.

(J) Visits among the child, his or her noncustodial parent, and other appropriate family members, including the responsibilities of the teen parent, the caregiver, and the foster family agency, as appropriate, for facilitating the visitation. The shared responsibility plan shall not conflict with the teen parent's case plan and any visitation orders made by the court."

(c) Upon completion of the shared responsibility plan and any subsequent updates to the plan, a copy shall be provided to the teen parent and his or her attorney, the

caregiver, the county child welfare agency or probation department and, in the case of a certified home, the agency providing direct and immediate supervision to the caregiver."

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(35) "Social Worker" means a person who ~~has a graduate degree from an accredited school of social work;~~

(A) Has a graduate degree from an accredited school of social work, or

(B) Is employed by a public agency and designated by that agency as a social worker providing services to a "child" and his or her family.

(46) "Specialized Foster Family Home" means a licensed foster family home ~~which that~~ provides specialized in-home health care to ~~children a~~ "child" pursuant to Health and Safety Code Section 1507 of the Health and Safety Code and Welfare and Institutions Code Section 17710, subsection (i) of the Welfare and Institutions Code.

(57) "Specialized In-Home Health Care" means health care ~~as defined in Section 17710(h) of the Welfare and Institutions Code, other than family health care,~~ identified by the child's primary physician as appropriately administered in the home by a health care professional, ~~or by a foster parent caregiver, or any person trained by health care professionals as defined in Welfare and Institutions Code section 17710, subsection (h).~~

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Welfare and Institutions Code section 17710 provides in part:

"...(h) "Specialized in-home health care" includes, but is not limited to, those services identified by the child's primary physician as appropriately administered in the home by any one of the following:

(1) A parent trained by health care professionals where the child is being placed in, or is currently in, a specialized foster care home...."

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(68) "SSI/SSP" means the Supplemental Security Income/State Supplemental Program, which is a federal/ or state government program that provides financial assistance to aged, blind, ~~and/or~~ disabled residents of California.

(9) "Substantiated" means that the allegation is valid because the preponderance of the evidence standard has been met.

(t) (1) "Transitional Independent Living Plan (TILP)" means the ~~portion of the child's case written~~ plan that describes the programs, and services, ~~including employment and savings, as appropriate, based on an assessment of the individual child's skills and~~

~~abilities, that will help the child~~ and activities that a "child" is participating in to prepare for to make the transition from foster care to independent living.

(u) (1) "Unfounded" means that the allegation is false, could not have happened, or is without a reasonable basis.

(+2) "Unlicensed Community Care Facility" means a facility as defined in Health and Safety Code Ssection 1503.5, subsection (a) and section 1505 of the Health and Safety Code.

(BA) A home which is "providing "care and supervision" as defined in Section 89201 subsection (c)(23) includes, but is not limited to, one in which an unemancipated minor has been placed for temporary or permanent care.

(CB) A home which is "held out as or represented as providing "care and supervision" includes, but is not limited to:

(1) A home which has been revoked or denied as follows:

- a. a license, if licensed as a foster family home; or
- b. an approval, if approved as a relative or nonrelative extended family member home; or
- c. a certificate, if certified by a Foster Family Agency as a foster home; and,
- d. the ~~individual~~ person continues to provide care for the same or different clients with similar needs.

(2) A home where change of ownership has occurred and the same clients retained.

(3) A licensed home that moves to a new location.

(4) ~~A home which advertises as providing care and supervision.~~

(DC) A home which "accepts or retains residents who demonstrate the need for care and supervision" includes, but is not limited to a home which houses unemancipated minors, even though the home is providing board and room only, or board only, or room only.

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(A) Health and Safety Code Ssection 1503.5, subsection (a) provides in pertinent part:

"A facility shall be deemed to be an " 'unlicensed community care facility" ' and "maintained and operated to provide non-medical care" if it is unlicensed and not exempt from licensure and any one of the following conditions is satisfied:

- (1) The facility is providing care or supervision, as defined by this chapter or the rules and regulations adopted pursuant to this chapter.
- (2) The facility is held out as or represented as providing care or supervision, as defined by this chapter or the rules and regulations adopted pursuant to this chapter.
- (3) The facility accepts or retains residents who demonstrate the need for care or supervision, as defined by this chapter or the rules and regulations adopted pursuant to this chapter.
- (4) The facility represents itself as a licensed community care facility.

Health and Safety Code section 1505 provides:

"This chapter does not apply to any of the following:

- (a) Any health facility, as defined by Section 1250.
- (b) Any clinic, as defined by Section 1202.
- (c) Any juvenile placement facility approved by the California Youth Authority or any juvenile hall operated by a county.
- (d) Any place in which a juvenile is judicially placed pursuant to subdivision (a) of Section 727 of the Welfare and Institutions Code.
- (e) Any child day care facility, as defined in Section 1596.750.
- (f) Any facility conducted by and for the adherents of any well-recognized church or religious denomination for the purpose of providing facilities for the care or treatment of the sick who depend upon prayer or spiritual means for healing in the practice of the religion of the church or denomination.
- (g) Any school dormitory or similar facility determined by the department.
- (h) Any house, institution, hotel, homeless shelter, or other similar place that supplies board and room only, or room only, or board only, provided that no resident thereof requires any element of care as determined by the director.
- (i) Recovery houses or other similar facilities providing group living arrangements for persons recovering from alcoholism or drug addiction where the facility provides no care or supervision.

(j) Any alcoholism or drug abuse recovery or treatment facility as defined by Section 11834.11.

(k) Any arrangement for the receiving and care of persons by a relative or any arrangement for the receiving and care of persons from only one family by a close friend of the parent, guardian, or conservator, if the arrangement is not for financial profit and occurs only occasionally and irregularly, as defined by regulations of the department. For purposes of this chapter, arrangements for the receiving and care of persons by a relative shall include relatives of the child for the purpose of keeping sibling groups together.

(l)(1) Any home of a relative caregiver of children who are placed by a juvenile court, supervised by the county welfare or probation department, and the placement of whom is approved according to subdivision (d) of Section 309 of the Welfare and Institutions Code.

(2) Any home of a nonrelative extended family member, as described in Section 362.7 of the Welfare and Institutions Code, providing care to children who are placed by a juvenile court, supervised by the county welfare or probation department, and the placement of whom is approved according to subdivision (d) of Section 309 of the Welfare and Institutions Code.

(m) Any supported living arrangement for individuals with developmental disabilities as defined in Section 4689 of the Welfare and Institutions Code.

(n)(1) Any family home agency, family home, or family teaching home as defined in Section 4689.1 of the Welfare and Institutions Code, that is vendored by the State Department of Developmental Services and that does any of the following:

(A) As a family home approved by a family home agency, provides 24-hour care for one or two adults with developmental disabilities in the residence of the family home provider or providers and the family home provider or providers' family, and the provider is not licensed by the State Department of Social Services or the State Department of Public Health or certified by a licensee of the State Department of Social Services or the State Department of Public Health.

(B) As a family teaching home approved by a family home agency, provides 24-hour care for a maximum of three adults with developmental disabilities in independent residences, whether contiguous or attached, and the provider is not licensed by the State Department of Social Services or the State Department of Public Health or certified by a licensee of the State Department of Social Services or the State Department of Public Health.

(C) As a family home agency, engages in recruiting, approving, and providing support to family homes.

(2) No part of this subdivision shall be construed as establishing by implication either a family home agency or family home licensing category.

(o) Any facility in which only Indian children who are eligible under the federal Indian Child Welfare Act, Chapter 21 (commencing with Section 1901) of Title 25 of the United States Code are placed and that is one of the following:

(1) An extended family member of the Indian child, as defined in Section 1903 of Title 25 of the United States Code.

(2) A foster home that is licensed, approved, or specified by the Indian child's tribe pursuant to Section 1915 of Title 25 of the United States Code.

(p)...

(q) Any similar facility determined by the director."

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(v) (1) "Volunteer" means a person who provides ~~gratuitous, non-essential~~ unpaid support services to the home and does not replace required staff.

(w) (1) "Waiver" means a home-wide nontransferable written authorization issued by the licensing agency that approves an equally protective manner of complying with the intent of a specific regulation and which is based on a demonstration of the unique needs or circumstances of the home. ~~Waiver does not apply to Article 3 of this chapter.~~

(2) "Whole Family Foster Home (WFFH)" means a licensed or approved foster family home or certified family home where the caregiver provides care for a minor parent and the minor parent's child as defined in Welfare and Institutions Code section 11400, subsection (t).

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Welfare and Institutions Code section 11400, subsection (t) provides:

"'Whole family foster home' means a new or existing family home, approved relative caregiver or nonrelative extended family member's home, the home of a nonrelated legal guardian whose guardianship was established pursuant to Section 366.26 or 360, certified family home that provides foster care for a minor parent and his or her child, and is specifically recruited and trained to assist the minor parent in developing the skills necessary to provide a safe, stable, and permanent home for his or her child. The child of the minor parent need not be the subject of a petition filed pursuant to Section 300 to qualify for placement in a whole family foster home."

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- (3) "Written Plan Identifying the Specific Needs and Services of the Child", formerly referred to as the "Needs and Services Plan", means a time-limited, goal-oriented written plan that identifies the specific needs of an individual "child". This plan shall contain information on the background and needs of a "child" that the placing social worker deems necessary for the effective care of the "child."

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This plan may include a social work assessment, medical reports, educational assessment, and identification of special needs.

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(x) (Reserved)

(y) (Reserved)

(z) (Reserved)

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill 1695 (Chapter 653, Statutes of 2001).

Reference: California Fair Employment and Housing Act, Government Code Section 12921, 12926, and 12926.1(c); Section 51931(a), Education Code; Sections 1337, 1500, 1501, 1502, 1503, 1503.5, 1505, 1505.2, 1507, 1507.5, 1520, 1522, 1522.1, 1524, 1526, 1526.5, 1527, 1530, 1530.5, 1530.6, 1531, 1531.5, 1533, 1534, 1536.1, 1537, 1550, 1551, 1558, 1558.1, 1559.110, 1727(c), 11834.11, and 13131, Health and Safety Code; Unruh Civil Rights Act, Civil Code Section 51; Sections 309, 319(d), 361.2(j) - (j)(2), 362.04, 362.05, 362.7, 366.26, 11400(t), 11403, 11460, 11461, 16501.25, 16522, 17710, 17710(a), (g), (h) and (i), 17731, 17731(c) and 17736(a), Welfare and Institutions Code; 42 U.S.C.A. Section 1305 Sections 1337, 1500, 1501, 1502, 1503, 1503.5, 1505, 1505.2, 1507, 1507.5, 1520, 1522, 1522.1, 1524, 1524(e), 1526, 1526.5, 1527, 1530, 1530.5, 1530.6, 1531, 1531.5, 1533, 1534, 1536.1, 1537, 1550, 1551, 1558, 1558.1, 1559.110, 1727(e), 11834.11, and 13131, Health and Safety Code; Unruh Civil Rights Act, Civil Code Section 51; and California Fair Employment and Housing Act, Government Code Section 12921.

Amend Section 89202 to read:

89202 DEFINITIONS - FORMS

89202

The following forms, which are incorporated by reference, apply to the regulations in Title 22, Division 6, Chapter 9.5 (Foster Family Homes).

- (a) LIC 195 (10/07) – Notice of Operation in Violation of Law.
- (~~ab~~) LIC 198 (2/01) – Child Abuse Central Index Check for County Licensed Facilities.
- (~~bc~~) LIC 198A (~~3/99~~ 9/07) – Child Abuse Central Index Check for State Licensed Facilities.
- (d) LIC 283 (1/03) – Foster Family Home Application.
- (e) LIC 508 (3/02) – Criminal Record Statement.
- (e) LIC 508D (12/07) – Out-Of-State Disclosure and Criminal Record Statement (Foster Family Homes, Small Family Homes, Certified Family Homes).
- (f) LIC 973 (4/03) – Documented Alternative Plan, Foster Family Homes (Bedrooms).
- (g) LIC 974 (4/03) – Documented Alternative Plan, Foster Family Homes (Telephones).
- (~~dh~~) LIC 9182 (~~4/02~~ 12/07) – Criminal Background Clearance Transfer Request.
- (ei) LIC 9188 (~~3/02~~ 12/07) – Criminal Record Exemption Transfer Request.
- (j) LIC 9225 (8/08) – Pre-Placement Questionnaire.
- (~~fk~~) PUB 396 (~~5/02~~ 4/07) – Foster Youth Rights ~~Poster~~

Authority cited: Section 1530, Health and Safety Code and Section 21 of the Assembly Bill 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1522 and 1522.1, Health and Safety Code; Section 16001.9, Welfare and Institutions Code.

Amend Section 89205 to read:

Article 2. ADMINISTRATIVE

89205 LICENSE REQUIRED

89205

Unless a home is exempt from licensure as specified in Section 89207, Exemption from Licensure, no ~~individual~~ person shall operate, establish, manage, conduct or maintain a foster family home, or hold out, advertise or represent by any means to do so, without first obtaining a current valid license from the licensing agency.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1503, 1503.5, 1505, 1508, 1509, ~~1513~~, 1524, 1531, 1536.1, 1540, 1540.1, 1541, and 1547, Health and Safety Code.

Amend Section 89206 to read:

Post-Hearing: Amend Section 89206(c) to read:

89206 OPERATION WITHOUT A LICENSE

89206

- (a) ~~An unlicensed facility as defined in Section 89201(u)(1) is in violation of Sections 1503.5 and/or 1508 of the Health and Safety Code unless exempted from licensure pursuant to Section 1505 of the Health and Safety Code or Section 89207 of this chapter.~~
- (ba) If the facility home is alleged to be in violation of Health and Safety Code ~~Sections~~ 1503.5 and/or 1508 of the ~~Health and Safety Code~~, the licensing agency shall conduct a site visit, and/or an evaluation of the home pursuant to Health and Safety Code ~~Section~~ 1533 of the ~~Health and Safety Code~~.

HANDBOOK BEGINS HERE

Health and Safety Code section 1503.5 provides:

"(a) A facility shall be deemed to be an "unlicensed community care facility" and "maintained and operated to provide nonmedical care" if it is unlicensed and not exempt from licensure and any one of the following conditions is satisfied:

(1) The facility is providing care or supervision, as defined by this chapter or the rules and regulations adopted pursuant to this chapter.

(2) The facility is held out as or represented as providing care or supervision, as defined by this chapter or the rules and regulations adopted pursuant to this chapter.

(3) The facility accepts or retains residents who demonstrate the need for care or supervision, as defined by this chapter or the rules and regulations adopted pursuant to this chapter.

(4) The facility represents itself as a licensed community care facility.

(5) The facility is performing any of the functions of a foster family agency or holding itself out as a foster family agency.

(6) The facility is performing any of the functions of an adoption agency or holding itself out as performing any of the functions of an adoption agency as specified in paragraph (9) of subdivision (a) of Section 1502 or subdivision (b) of Section 8900.5 of the Family Code.

(b) No unlicensed community care facility, as defined in subdivision (a), shall operate in this state.

(c) Upon discovery of an unlicensed community care facility, the department shall refer residents to the appropriate local or state ombudsman, or placement, adult protective services, or child protective services agency if either of the following conditions exist:

(1) There is an immediate threat to the clients' health and safety.

(2) The facility will not cooperate with the licensing agency to apply for a license, meet licensing standards, and obtain a valid license."

Health and Safety Code section 1508 provides:

"No person, firm, partnership, association, or corporation within the state and no state or local public agency shall operate, establish, manage, conduct, or maintain a community care facility in this state, without a current valid license therefor as provided in this chapter.

No person, firm, partnership, association, or corporation within the state and no state or local public agency shall provide specialized services within a community care facility in this state, without a current valid special permit therefore as provided in this chapter.

Except for a juvenile hall operated by a county, or a public recreation program, this section applies to community care facilities directly operated by a state or local public agency. Each community care facility operated by a state or local public agency shall comply with the standards established by the director for community care facilities.

As used in this chapter, 'local public agency' means a city, county, special district, school district, community college district, chartered city, or chartered city and county."

(4) Health and Safety Code Ssection 1533 provides in pertinent part:

"Except as otherwise provided in this section, any duly authorized officer, employee, or agent of the State Department of Social Services may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, any provision of this chapter.

Foster family homes which are considered private residences for the purposes of Section 1530.5 shall not be subject to inspection by the department or its officers without advance notice, except in response to a complaint. The unannounced visits shall not constitute the annual evaluation visit required by Section 1534. Inspection visits to foster family homes shall be made during normal business hours, unless the serious nature of a complaint requires otherwise.

'Normal business hours,' as used in this section, means from 8 a.m. to 5 p.m., inclusive, of each day from Monday to Friday, inclusive, other than state holidays."

HANDBOOK ENDS HERE

(eb) If the home is operating without a license, the licensing agency shall issue a ~~n~~Notice of ~~o~~Operation in ~~v~~Violation of ~~H~~Law (LIC 195) and shall refer the case for criminal prosecution ~~and/or~~ civil proceedings.

- (~~dc~~) The licensing agency shall issue an immediate civil penalty pursuant to as specified in Section 89255, Penalties for Unlicensed Homes and Section 1547 of the Health and Safety Code.

HANDBOOK BEGINS HERE

- (1) ~~Section 1547 of the Health and Safety Code provides in part:~~

~~Notwithstanding any other provision of this chapter, any person who violates Section 1503.5 or 1508, or both, may be assessed by the department an immediate civil penalty in the amount of two hundred dollars (\$200) per day of violation.~~

~~The civil penalty ... shall be imposed if an unlicensed facility is operated and the operator refuses to seek licensure or the licensure application is denied and the operator continues to operate the unlicensed facility~~

HANDBOOK ENDS HERE

- (~~ed~~) ~~Sections 89206 Subsections (eb) and (dc) shall~~ may be applied pursuant to Health and Safety Code Section 1549 of the Health and Safety Code.

HANDBOOK BEGINS HERE

- (4) ~~Health and Safety Code Section 1549 of the Health and Safety Code states provides:~~

" The civil, criminal, and administrative remedies available to the department pursuant to this article are not exclusive and may be sought and employed in any combination deemed advisable by the department to enforce this chapter."

HANDBOOK ENDS HERE

- (~~fe~~) The licensing agency shall notify the appropriate placement or protective service agency if either of the following conditions exist:

- (1) There is an immediate threat to the clients' health and safety of children.
- (2) The unlicensed home does not submit an application for licensure to the licensing agency within 15 calendar days of being served a Notice of Operation in violation of the Law (LIC 195).

Authority cited: ~~Sections 1530, and 1530.5, and 1531,~~ Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1503, 1503.5, 1505, 1508, ~~4524,~~ 1531, 1533, 1536.1, 1538, 1540, 1540.1, 1541, ~~1547 and 1549,~~ Health and Safety Code.

Amend Section 89207 to read:

Post-Hearing: Amend Section 89207(a) and Handbook to read:

89207 EXEMPTION FROM LICENSURE

89207

- (a) The provisions of this chapter shall not apply to ~~these facilities, homes, and arrangements specified in Health and Safety Code Section 1505 of the Health and Safety Code.~~

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- (1) Health and Safety Code section 1505 states provides in ~~pertinent~~ part:

~~"This chapter does not apply to any of the following:---~~

(a) ~~---~~ Any health facility, as defined by Section 1250.

(b) ~~---~~ Any clinic, as defined by Section 1202 [sic 1200].

(c) Any juvenile placement facility approved by the California Youth Authority or any juvenile hall operated by a county.

(d) Any place in which a juvenile is judicially placed pursuant to subdivision (a) of Section 727 of the Welfare and Institutions Code.

(e) Any child day care facility, as defined in Section 1596.750.

(f) Any facility conducted by and for the adherents of any well-recognized church or religious denomination for the purpose of providing facilities for the care or treatment of the sick who depend upon prayer or spiritual means for healing in the practice of the religion of such church or denomination.

(g) Any school dormitory or similar facility determined by the Department.

(h) Any house, institution, hotel, homeless shelter, or other similar place that supplies board and room only, or room only, or board only, provided that no resident thereof requires any element of care as determined by the Director.

(i) Recovery houses or other similar facilities providing a group living arrangement for persons recovering from alcoholism or drug addiction which provides no care or supervision.

(j) Any alcoholism or drug abuse recovery or treatment facility as defined by Section 11834.11.

(k) Any arrangement for the receiving and care of persons by a relative or any arrangement for the receiving and care of persons from only one family by a close friend of the parent, guardian, or conservator, if the arrangement is not for financial

profit and occurs only occasionally and irregularly, as defined by regulations of the department. For purposes of this chapter, arrangements for the receiving and care of persons by a relative shall include relatives of the child for the purpose of keeping sibling groups together.

(l)(1) Any home of a relative caregiver of children who are placed by a juvenile court, supervised by the county welfare or probation department, and the placement of whom is approved according to subdivision (d) of Section 309 of the Welfare and Institutions Code.

(2) Any home of a nonrelative extended family member, as described in Section 362.7 of the Welfare and Institutions code, providing care to children who are placed by a juvenile court, supervised by the county welfare or probations department, and the placement of whom is approved according to subdivision (d) of Section 309 of the Welfare and Institutions Code.

(m) ...

(n)(1) Any family home agency, family home, or family teaching home as defined in Section 4689.1 of the Welfare and Institutions Code, that is vendored by the State Department of Developmental Services and that does any of the following:

(A) As a family home approved by a family home agency, provides 24-hour care for one or two adults with developmental disabilities in the residence of the family home provider or providers and the family home provider or providers' family, and the provider is not licensed by the State Department of Social Services or the State Department of Public Health or certified by a licensee of the State Department of Social Services or the State Department of Public Health.

(B) As a family teaching home approved by a family home agency, provides 24-hour care for a maximum of three adults with developmental disabilities in independent residences, whether contiguous or attached, and the provider is not licensed by the State Department of Social Services or the State Department of Public Health or certified by a licensee of the State Department of Social Services or the State Department of Public Health.

(C) As a family home agency, engages in recruiting, approving, and providing support to family homes.

(no) Any facility in which only Indian children who are eligible under the federal Indian Child Welfare Act, Chapter 21 (commencing with Section 1901) of Title 25 of the United States Code are placed and that is one of the following:

(1) An extended family member of the Indian child, as defined in Section 1903 of Title 25 of the United States Code.

(2) A foster home that is licensed, approved, or specified by the Indian child's tribe pursuant to Section 1915 of Title 25 of the United States Code.

(ep) ...

(pq) Any similar facility determined by the director.

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(b) The provisions of this chapter shall not apply to any school dormitory or similar facility where all of the following conditions exist:

- (1) The school is ~~certificated~~/ certified or registered by the State Department of Education.
- (2) The school and the school dormitory are on the same grounds.
- (3) All children accepted by the school are ~~six years of age or older~~ 6 or over.
- (4) The program operates only during normal school terms unless the academic program runs year-round.
- (5) The school's function is educational only.
- (6) The school program is not designated as providing rehabilitative or treatment services.
- (7) The school's function does not ~~promote intent~~ intend to provide community care services, and the family does not accept children who are in need of such services, including but not limited to children with developmental disabilities, mental disorders or physical handicaps; juveniles declared dependents of the court under Welfare and Institutions Code Section 300; and juveniles declared wards of the court under Welfare and Institutions Code Sections 601 and 602.
- (8) The facility does not receive any public funds designated for care including but not limited to AFDC-FC and SSI/SSP. The facility shall be permitted to receive public funds intended for educational programs.
- (9) No public or private agency, including but not limited to county welfare departments and probation offices, provides social services to children in the facility.

(c) The provisions of this chapter shall not apply to the following ~~additional~~ situations:

- (1) Any care and supervision of a persons from only one family by a close friend of the parent, guardian or conservator, provided that such arrangement is not for financial profit and does not exceed 10 hours per week.
 - (A) ~~Provision of~~ Providing longer hours of care shall not be precluded when care is provided for brief periods of time for reasons, including that include, but are not limited to, family emergencies, vacation, and military leave.

- (2) Any family home that is exclusively used by a licensed or exempt Foster Family Agency and ~~issued~~ has a certificate of approval ~~by~~ from that agency.
- (A) ~~Such families~~ The home shall not be required to obtain a license, but shall be in compliance with all other requirements ~~set forth~~ in this division. The home's compliance with these requirements shall be monitored through and assured by the Foster Family Agency. For the purposes of this section, an exclusive-use ~~facility~~ home shall mean a nonlicensed ~~residential facility~~ home that has been approved by a licensed Foster Family Agency as conforming to the regulations ~~pertaining to~~ for the Small Family Home Category. A home ~~in the~~ exclusively used by of a licensed Foster Family Agency shall only accept ~~only those a~~ children placed by ~~that~~ the agency which approved the home.
- (3) A home ~~which~~ that meets all of the following criteria:
- (A) ~~a~~ Approved by a licensed adoption agency, or the Department, for the adoptive placement of a child; and
- (B) ~~†~~ The child is legally free for adoption; and
- (C) ~~†~~ The agency or the Department is providing supervision of the placement home pending finalization of the adoption.
- (4) A home ~~which~~ that meets all of the following criteria:
- (A) ~~p~~ Placement for adoption by a birth parent; and
- (B) ~~a~~ A petition for adoption has been filed by the prospective adoptive parents, and is pending; and
- (C) ~~a~~ A final decision on the petition has not been rendered by the court.
- (5) Any care and supervision of ~~persons~~ a "child" by a relative, guardian, or conservator. A relative, for purposes of this section, shall include ~~individuals~~ persons as specified in Health and Safety Code Section 1505, subsection (k).

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; Section 17730, Welfare and Institutions Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1503, 1503.5, 1505, ~~1505(k) and (l)~~, 1506, 1508, 1524, 1530, 1530.5, 1531, 1536.1, ~~1540~~, 1540.1, 1541, and 1547, Health and Safety Code; Sections 226.2, 226.5 and 226.6, Civil Code; and Sections 319(d), 362, 727, 16100, 17710(i), and 17736, ~~and 17736(b)~~, Welfare and Institutions Code.

- (a) The licensing agency shall have the authority to request review of the license.

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1503, and 1531, Health and Safety Code.

Amend Section 89218 to read:

89218 APPLICATION FOR LICENSE

89218

- (a) The licensing agency shall have the authority to require any applicant ~~desiring to obtain a license to file, with the licensing agency,~~ a verified Foster Family Home aApplication (LIC 283) ~~on forms furnished by the licensing agency and to provide verification and/or documentation as requested by the licensing agency.~~
- (b) The applicant/caregiver shall cooperate with the licensing agency in providing verification and/or documentation as requested by the licensing agency.
- (c) In addition to the Foster Family Home aApplication (LIC 283), and supporting documents shall contain the following:
 - ~~(1) Name and home address of the applicant.~~
 - (21) Name and address of the owner of the premises if the applicant is leasing or renting.
 - (32) A copy of document(s) that establish that the applicant has control of the property to be licensed.
 - ~~(4) Maximum number of children to be served.~~
 - (5) Age range, sex and the categories of children to be served, including but not limited to children with disabilities, if any.
 - ~~(63) Information that is required by Health and Safety Code Ssection 1520(d).~~
 - ~~(7) Information required by Section 1520(e) of the Health and Safety Code.~~

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Health and Safety Code section 1520 provides in part:

"Any person desiring issuance of a license for a community care facility or a special permit for specialized services under this chapter shall file with the department, pursuant to regulations, an application on forms furnished by the department, which shall include, but not be limited to:

"(a) Evidence satisfactory to the department of the ability of the applicant to comply with this chapter and of rules and regulations promulgated under this chapter by the department.

"(b) Evidence satisfactory to the department that the applicant is of reputable and responsible character. The evidence shall include, but not be limited to, a criminal

record clearance pursuant to Section 1522, employment history, and character references...

"(c) Evidence satisfactory to the department that the applicant has sufficient financial resources to maintain the standards of service required by regulations adopted pursuant to this chapter.

"(d) Disclosure of the applicant's prior or present service as an administrator, general partner, corporate officer, or director of, or as a person who has held or holds a beneficial ownership of 10 percent or more in, any community care facility or in any facility licensed pursuant to Chapter 1 (commencing with Section 1200) or Chapter 2 (commencing with Section 1250).

"(e) Disclosure of any revocation or other disciplinary action taken, or in the process of being taken, against a license held or previously held by the entities specified in subdivision (d).

"(f) A signed statement that the person desiring issuance of a license or special permit has read and understood the community care facility licensure statute and regulations that pertain to the applicant's category of licensure.

"(g) Any other information that may be required by the department for the proper administration and enforcement of this chapter."

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- (84) Name, address and telephone number of the city or county fire department, or district providing fire protection services, or State Fire Marshal's Office having jurisdiction in the area where the home is located.
- (95) Fingerprint cards and/or identifying information as specified in Section 89319, Criminal Record Clearance Requirement.
- (106) Information required by Health and Safety Code ~~Section 1522.1 of the Health and Safety Code.~~

HANDBOOK BEGINS HERE

Health and Safety Code section 1522.1 provides:

"Prior to granting a license to, or otherwise approving, any individual to care for children, the department shall check the Child Abuse Central Index pursuant to paragraph (4) of subdivision (b) of Section 11170 of the Penal Code. The Department of Justice shall maintain and continually update an index of reports of child abuse by providers and shall inform the department of subsequent reports received from the child abuse index pursuant to Section 11170 of the Penal Code and the criminal history. The department shall investigate any reports received from the Child Abuse Central Index. The investigation shall include, but not be limited to, the

review of the investigation report and file prepared by the child protective agency which investigated the child abuse report. The department shall not deny a license based upon a report from the Child Abuse Central Index unless child abuse is substantiated."

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(11) ~~Such other information as may be required pursuant to Section 1520(g) of the Health and Safety Code.~~

(12) ~~A statement whether or not the caregiver will handle the children's money, personal property, and/or valuables.~~

89231(b)

(d) No caregiver shall alter or provide false or misleading information to obtain any foster family home license.

(de) The ~~application~~ applicant shall be signed by the ~~applicant~~ application.

(ef) The application shall be filed with the licensing agency which ~~services~~ serves the geographical area ~~in which~~ where the home is located.

(fg) No application processing fee shall be charged to foster family homes.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1503, 1503.5, 1508, 1520, 1520.3, 1521.5, 1522, 1522.1, 1523.1, 1524, 1525.25, 1525.3, ~~1530.91~~, 1531, ~~1531.4~~, 1536.1, 1540, 1540.1, 1541, and 1547, ~~and 1560~~, Health and Safety Code.

Amend Section 89219 to read:

Post-Hearing: Amend Section 89219(b)(3) and (7), (e) and (e)(1)(C), and Handbook Sections 89219(g)(3) through (g)(9) to read:

89219 CRIMINAL RECORD CLEARANCE

89219

- (a) The licensing Department shall conduct a criminal record review of all ~~individuals~~ persons specified in Health and Safety Code ~~Section 1522, subsection~~ (b) and shall have the authority to approve or deny a foster family home license, or employment, residence, or presence in the home, based upon the results of such review.

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- (4) ~~Health and Safety Code Section 1522(b) of the Health and Safety Code~~ provides in part:

(1) In addition to the applicant, the provisions of this section shall be applicable to criminal convictions of the following persons:

(A) Adults responsible for administration or direct supervision of staff.

(B) Any person, other than a client, residing in the facility.

(C) Any person who provides client assistance in dressing, grooming, bathing, or personal hygiene. Any nurse assistant or home health aide meeting the requirements of Section 1338.5 or 1736.6, respectively, who is not employed, retained or contracted by the licensee, and who has been certified or re-certified on or after July 1, 1998, shall be deemed to meet the criminal record clearance requirements of this section. A certified nurse assistant and certified home health aide who will be providing client assistance and who fall under this exemption shall provide one copy of his or her current certification, prior to providing care, to the adult community care facility. Nothing in this paragraph restricts the right of the Department to exclude a certified nurse assistant or certified home health aide from a licensed community care facility pursuant to Section 1558.

(D) Any staff person, volunteer, or employee who has contact with the clients.

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~~[Sections 87019(b) et seq. are to be effective on January 1, 2001.]~~

- (b) The following persons are exempt from the requirement to submit fingerprints:

- (1) A medical professional, as defined by the Department in regulations, who holds a valid license or certification from the ~~individual's~~ person's governing California medical care regulatory entity and who is not employed, retained, or contracted by the caregiver, if all of the following apply:

- (A) The criminal record of the individual person has been cleared as a condition of licensure or certification by the individual's California medical care regulatory entity.
 - (B) The individual person is providing time-limited specialized clinical care or services.
 - (C) The individual person is providing care or services within the individual's person's scope of practice.
 - (D) The individual person is not a foster family home caregiver or an employee of the home.
- (2) A third-party repair person, or similar retained contractor, if all of the following apply:
- (A) The individual person is hired for a defined, time-limited job.
 - (B) The individual person is not left alone with ~~foster a~~ "children."
 - (C) When ~~foster a "children"~~ are is present in the room in which the repairperson or contractor is working, a staff person who has a criminal record clearance or exemption is also present.
- (3) Employees of a licensed home health agency and other members of licensed hospice interdisciplinary teams who have a contract for a ~~foster "child"~~ "child" of the ~~facility home,~~ and are in the home at the request of ~~that foster child's~~ the legal decision maker for a "child."
- (A) The exemption shall not apply to a person who is a foster home caregiver or an employee of the home.
- (4) Clergy and other spiritual caregivers who are performing services in common areas of the home, or who are advising an individual ~~foster "child"~~ "child" at the request of, or with the permission of, the ~~foster "child"~~ "child" or the ~~child's~~ legal decision maker for the "child."
- (A) This exemption shall not apply to a person who is a foster family home caregiver or an employee of the home.
- (5) Members of fraternal, service and similar organizations who conduct group activities for ~~foster youth,~~ a "child," if all of the following apply:
- (A) Members are not left alone with ~~the foster a~~ "children."
 - (B) Members do not take ~~foster a~~ "children" from the home.
 - (C) The same group does not conduct such activities more often than once a month.

- (6) Adult friends and family of the caregiver who come into the home to visit, for a length of time no longer than one month, provided they are not left alone with the a "children."
- (7) Parents of ~~a child's~~ friends of a "child" when ~~the a "child"~~ is visiting the friend's home and the friend, caregiver or both are also present.
- (8) Occasional short-term babysitters.
- (89) Nothing in this paragraph shall prevent a caregiver from requiring a criminal record clearance of any individual person exempt from the requirements of this section, provided that the individual person has ~~foster child~~ contact with a "child."
- (c) Prior to the Department issuing a license or special permit to any ~~individual or individuals person or person's~~ to operate or manage a foster family home, the applicant and any adults residing in the home shall, unless exempt under ~~Section 89219~~ subsection (b), obtain a California criminal record clearance or exemption, and shall comply with FBI requirements as specified in Health and Safety Code Section 1522, subsection (d)(14)(D) of the Health and Safety Code.
- (d) Prior to presence in the home, the ~~individuals~~ persons specified in subsection (a) shall, unless exempt under ~~89219~~ subsection (b), obtain a California criminal record clearance or exemption and shall comply with FBI requirements as specified in Health and Safety Code Section 1522, subsection (d)(14)(D) of the Health and Safety Code.

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- (1) Health and Safety Code Section 1522(d)(14)(D) of the Health and Safety Code states:

~~An applicant for a foster family home license or for certification as a family home, and any other person specified in subdivision (b), shall submit a set of fingerprints to the Department of Justice for the purpose of searching the criminal records of the Federal Bureau of Investigation, in addition to the criminal records search required by subdivision (a). If an applicant meets all other conditions for licensure, except receipt of the Federal Bureau of Investigation's criminal history information for the applicant and all persons described in subdivision (b), the department may issue a license, or the foster family agency may issue a certificate of approval, if the applicant, and each person described in subdivision (b), has signed and submitted a statement that he or she has never been convicted of a crime in the United States, other than a traffic infraction, as defined in paragraph (1) of subdivision (a) of Section 42001 of the Vehicle Code. If, after licensure or certification, the department determines that the licensee, certified foster parent, or any person specified in subdivision (b) has a criminal record, the license may be revoked pursuant to Section 1550 and the certificate of approval revoked pursuant to subdivision (b) of Section 1534. The department may also suspend the license pending an administrative hearing pursuant to Section 1550.5.~~

"(D) To the same extent required for federal funding, an applicant for a foster family home license or for certification as a family home, and any other person specified in subdivision (b) who is not exempt from finger printing, shall submit a set of fingerprint images and related information to the Department of Justice and the Federal Bureau of Investigation, through the Department of Justice, for a state and federal level criminal offender record information search, in addition to the criminal records search required by subdivision (a)."

HANDBOOK ENDS HERE

- (e) Prior to employment, residence or initial presence in a foster family home, all individuals persons subject to criminal record review, in order to meet the requirements of Section 89219 subsections (c) and (d), shall be fingerprinted and sign a declaration under penalty of perjury regarding any prior criminal convictions and arrests for any crime against a child, spousal cohabitant abuse, or for any crime for which the Department cannot grant an exemption. The declaration shall acknowledge and explain criminal convictions and arrests. The declaration shall also acknowledge that his/ or her continued employment, residence, or presence in the home is subject to approval of the Department.
 - (1) A foster family home applicant/caregiver shall submit the fingerprints to the California Department of Justice along with a second set of fingerprints for the purpose of searching the records of the Federal Bureau of Investigation and shall comply with Section 89219 subsection (e), prior to the individual's person's employment, residence, or initial presence in the home.
 - (A) Fingerprints shall be submitted to the California Department of Justice by the caregiver or sent by electronic transmission to the California Department of Justice by a fingerprinting entity approved by the Department.
 - (B) A caregiver's failure to submit fingerprints to the California Department of Justice or to comply with Section 89219 subsection (e) shall result in the citation of a deficiency and an immediate assessment of civil penalties of one hundred dollars (\$100) per violation.
 - 1. The caregiver shall then submit the fingerprints to the California Department of Justice for processing.
 - (C) The Department shall notify the caregiver of criminal records clearances and where there is not a clearance, the Department shall notify both the caregiver and the affected individual person associated with the facility home, in concurrent, separate letters, that the affected individual person has a criminal conviction and needs to obtain a criminal record exemption.
- (f) To continue to be employed, reside, or be present in a home, each individual person shall continue to meet the requirements of Sections 89219 subsections (c) and (d).

- (g) If the criminal record transcript of any of the ~~individuals~~ persons specified in Health and Safety Code ~~Section~~ 1522, subsection (b) discloses a plea or verdict of guilty or a conviction following a plea of nolo contendere for any crime other than a minor traffic violation for which the fine was less than \$300, and an exemption pursuant to Section 89219.1, subsection (a) has not been granted, the Department shall take the following actions:

- (1) For initial applicants, denial of the application.
- (2) For current caregivers, the Department may institute an administrative action, including, but not limited to, revocation of the license.
- (3) For other ~~individuals~~ persons, exclusion of the affected ~~individual~~ person pursuant to Health and Safety Code ~~Section~~ 1558, and denial of the application or revocation of license, if the ~~individual~~ person continues to provide service and/or reside in the home.

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- (4) Penal Code Section 243.4 ~~of the Penal Code~~ provides in part:

(A) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, gratification, or abuse, is guilty of sexual battery. Such an act is punishable by either imprisonment in the county jail for not more than one year or in the state prison for two, three, or four years.

(B) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, gratification, or abuse, is guilty of sexual battery. Such an act is punishable by either imprisonment in the county jail for not more than one year or in the state prison for two, three, or four years.

- (5) Penal Code Section 273a ~~of the Penal Code~~ provides:

(A) Any person who, under circumstances or conditions likely to produce great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of such child to be injured or willfully causes or permits such child to be placed in such situation that its person or health is endangered, is punishable by imprisonment in the county jail not exceeding one year, or in the state prison for 2, 3 or 4 years.

(B) Any person who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of such child to

be injured, or willfully causes or permits such child to be placed in such situation that its person or health may be endangered, is guilty of a misdemeanor.

- (6) Penal Code Section 273(d) ~~of the Penal Code~~ provides:

Any person who willfully inflicts upon any child any cruel or inhuman corporal punishment or injury resulting in a traumatic condition is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for 2, 4 or 6 years, or in the county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000) or by both.

- (7) Penal Code Section 368 ~~of the Penal Code~~ provides:

(A) Any person who, under circumstances or conditions likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult, with knowledge that he or she is an elder or a dependent adult, to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured, or willfully causes or permits the elder or dependent adult to be placed in a situation such that his or her person or health is endangered, is punishable by imprisonment in the county jail not exceeding one year, or in the state prison for two, three, or four years.

(B) Any person who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult, with knowledge that he or she is an elder or a dependent adult, to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation such that his or her person or health may be endangered, is guilty of a misdemeanor.

- (8) Health and Safety Code Section 1522(d) ~~of the Health and Safety Code~~ provides in part:

If the applicant or other persons specified in this subdivision (b) have convictions that would make the applicant's home unfit as a foster family home or a certified family home, the license, special permit, or certificate of approval shall be denied. For the purposes of this subdivision, a criminal record clearance provided under Section 8712 of the Family Code may be used by the department or other approving agency.

- (9) Health and Safety Code Section 1522(e) ~~of the Health and Safety Code~~ provides in part:

The California Department of Social Services shall may not use a record of arrest to deny, revoke, or terminate any application, license, employment, or residence unless the department investigates the incident and secures evidence, whether or not related to the incident or arrest, that is admissible in an administrative hearing to establish

conduct by the person that may pose a risk to the health and safety of any person who is or may become a client.

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- (h) A transfer of a criminal record clearance from one state licensed facility to another, or from TrustLine to a state licensed facility may be requested by ~~an individual~~ person or a caregiver by providing the following documents to the Department:
 - (1) A signed Criminal Background Clearance Transfer Request; (LIC 9182).
 - (2) A copy of the ~~individual's~~ person's valid identification, such as:
 - (A) California driver's license; or
 - (B) California identification card issued by the Department of Motor Vehicles; or
 - (C) Photo identification issued by another state or the United States government if the ~~individual~~ person is not a California resident.
 - (3) Any other documentation required by the Department (i.e., LIC 508D, Criminal Record Statement and job description).
- (i) The caregiver shall maintain documentation of criminal record clearances or criminal record exemptions of employees and volunteers that require fingerprinting and non-client adults residing in the home.
 - (1) Documentation shall be available for inspection by the Department.

Authority cited: Sections 1530, 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 729, Business and Professions Code; Sections 1501.1, 1520, 1522, 1522(b)(3)(C), 1522.01, 1522.04, 1524, 1531, 1558, and 14564, Health and Safety Code; Sections 361.2(j) - (j)(1)(B) and 362.04, Welfare and Institutions Code; Section 8712, Family Code; Section 15376, Government Code; and Sections 136.1, 186.22, 187, 190 through 190.4 and 192(a), 203, 206, 207, 208, 209, 209.5, 210, 211, 212, 212.5, 213, 214, 215, 220, 243.4, 261(a), (a)(1)-(4) or (a)(6), 262(a)(1) or (4), 264.1, 266, 266c, 266h(b), 266i(b), 266j, 267, 269, 272, 273a(a) [or 273a(1) if the conviction was prior to January 1, 1994], 273d, 285, 286, 288, 288a, 288.2, 288.5(a), 289, 290(a), 311.2(b), (c) or (d), 311.3, 311.10, 311.11, 314(1) or (2), 347(a), 368(b) or (c) if after January 1, 1999, 417(b), 451(a) or (b), 460(a), 186.22 and 518, 647.6 or prior to 1987 former Section 647a, 653f(c), 664-/187, 667.5(c)(7), 667.5(c)(8) 667.5(c)(13), 12308, 12309 or 12310, 667.5(c)(14), 207, 208, 209, 209.5 and 210, 667.5(c)(22), 12022.53, Penal Code; and Section 42001, Vehicle Code.

Amend Section 89219.1 to read:

89219.1 CRIMINAL RECORD EXEMPTION

89219.1

- (a) After a review of the criminal record transcript, the Department may grant an exception from disqualification for a license, employment or presence in a home pursuant to Section 89219, subsection (g) if:
- (1) The applicant/caregiver requests an exemption for himself or herself, or
 - (2) The applicant/caregiver requests an exemption in writing for ~~an individual~~ person associated with the home, or
 - (3) The applicant/caregiver does not seek an exemption for the affected ~~individual person~~, the affected ~~individual person~~ may request an individual exemption in writing, if the conditions set forth in Health and Safety Code Section 1522, subsection (c)(5) ~~of the Health and Safety Code~~ are met; and

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- (A) Health and Safety Code Section 1522(c)(5) ~~of the Health and Safety Code~~ provides:

(5) Concurrently with notifying the licensee pursuant to paragraph (3), the department shall notify the affected individual of his or her right to seek an exemption pursuant to subdivision (g). The individual may seek an exemption only if the licensee terminates the person's employment or removes the person from the facility after receiving notice from the department pursuant to paragraph (3).

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- (4) The affected ~~individual person~~ presents substantial and convincing evidence satisfactory to the Department that he/she has been rehabilitated and presently is of such good character as to justify being issued or maintaining a license, employment, presence, or residence in a licensed home.
- (b) The Department shall consider factors including, but not limited to, the following as evidence of good character and rehabilitation:
- (1) The nature of the crime.
 - (2) Period of time since the crime was committed and number of offenses.
 - (3) Circumstances surrounding the commission of the crime that would demonstrate that repetition is not likely.

- (4) Activities since conviction, including employment or participation in therapy or education, that would indicate changed behavior.
- (5) Granting by the Governor of a full and unconditional pardon.
- (6) Character references.
- (7) A certificate of rehabilitation from a superior court.
- (8) Evidence of honesty and truthfulness as revealed in exemption application documents and interviews.
 - (A) Documents include, but are not limited to:
 - 1. A Criminal Record Statement (LIC 508D, Criminal Record Statement); and
 - 2. The ~~individual's~~ person's written statement/explanation of the conviction and the circumstances surrounding the arrest.
- (9) Evidence of honesty and truthfulness as revealed in exemption application interviews and conversations between the ~~individual~~ person or others and the Department.
- (c) No exemption shall be granted for a crime that is listed in Health and Safety Code ~~Section 1522, subsection (g) of the Health and Safety Code~~.

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Health and Safety Code ~~Section 1522(g) of the Health and Safety Code~~ provides in part:

- (1) Except as otherwise provided in this subdivision, no exemption shall be granted pursuant to this subdivision if the conviction was for any of the following offenses:
 - (A)(i) An offense in Section 220, 243.4, or 264.1, or subdivision (a) of Section 273a, or Section 368 of the Penal Code, or was a conviction of another crime against an individual specified in subdivision (c) of Section 667.5 of the Penal Code.
 - (ii) Notwithstanding clause (i), the director may grant an exemption regarding the conviction for an offense described in paragraph (1), (2), (7) or (8) of subdivision (c) of Section 667.5 of the Penal Code, if the employee or prospective employee has been rehabilitated as provided in Section 4852.03 of the Penal Code and has maintained the conduct required in Section 4852.05 of the Penal Code for at least 10 years and has the recommendation of the district attorney representing the employee's county of residence, or if the employee or prospective employee has received a certification of rehabilitation pursuant to Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code.

(B) A felony offense specified in Section 729 of the Business and Professions Code or Section 206 or 215, subdivision (a) of Section 347, subdivision (b) of Section 417, or subdivision (a) of Section 451 of the Penal Code.

Health and Safety Code Section 1522(g)(1) lists or refers to convictions for crimes for which no exemptions are allowed. These crimes are identified below:

1. Penal Code Sections 186.22 and 136.1 – Gang related/Intimidation of witnesses or victims.
2. Penal Code Sections 187, 190 through 190.4 and 192(a) – Any murder/Attempted murder/Voluntary manslaughter.
3. Penal Code Section 203 – Any mayhem.
4. Penal Code Section 206 – Felony torture.
5. Penal Code Sections 207, 208, 209, 209.5, 210 – Kidnapping.
6. Penal Code Sections 211, 212, 212.5, 213, 214 – Any robbery.
7. Penal Code Section 215 – Carjacking.
8. Penal Code Section 220 – Assault with intent to commit mayhem, rape, sodomy or oral copulation.
9. Penal Code Section 243.4 – Sexual battery.
10. Penal Code Section 261(a), (a)(1), (2), (3), (4) or (6) – Rape.
11. Penal Code Section 262(a)(1) or (4) – Rape of a spouse.
12. Penal Code Section 264.1 – Rape in concert.
13. Penal Code Section 266 – Enticing a minor into prostitution.
14. Penal Code Section 266c – Induce to sexual intercourse, etc. by fear or consent through fraud.
15. Penal Code Section 266h(b) – Pimping a minor.
16. Penal Code Section 266i(b) – Pandering a minor.
17. Penal Code Section 266j – Providing a minor under 16 for lewd or lascivious act.
18. Penal Code Section 267 – Abduction for prostitution.

19. Penal Code Section 269 – Aggravated assault of a child.
20. Penal Code Section 272 – Contributing to the delinquency of a minor (must involve lewd or lascivious conduct).
21. Penal Code Sections 273a(a) [or 273a(1) if the conviction was prior to January 1, 1994] – Willfully causing or permitting any child to suffer under circumstances or conditions likely to produce great bodily harm or death.
22. Penal Code Section 273d – Willfully inflicting any cruel or inhuman corporal punishment or injury on a child.
23. Penal Code Section 285 – Incest.
24. Penal Code Section 286 – Sodomy.
25. Penal Code Section 288 – Lewd or lascivious act upon a child under 14.
26. Penal Code Section 288a – Oral copulation.
27. Penal Code Section 288.2 – Felony conviction for distributing lewd material to children.
28. Penal Code Section 288.5(a) – Continuous sexual abuse of a child.
29. Penal Code Section 289 – Genital or anal penetration or abuse by any foreign or unknown object.
30. Penal Code Section 290(a) – All crimes for which one must register as a sex offender including attempts and not guilty by insanity.
31. Penal Code Section 311.2(b), (c) or (d) – Transporting or distributing child-related pornography.
32. Penal Code Section 311.3 – Sexual exploitation of a child.
33. Penal Code Section 311.4 – Using a minor to assist in making or distributing child pornography.
34. Penal Code Section 311.10 – Advertising or distributing child pornography.
35. Penal Code Section 311.11 – Possessing child pornography.
36. Penal Code Sections 314(1) or (2) – Lewd or obscene exposure of private parts.
37. Penal Code Section 347(a) – Poisoning or adulterating food, drink, medicine, pharmaceutical products, spring, well, reservoir or public water supply.

38. Penal Code Section 368(b) or (c) if after January 1, 1999 – Elder or dependent adult abuse.
39. Penal Code Section 417(b) – Drawing, exhibiting or using a loaded firearm.
40. Penal Code Section 451(a) or (b) – Arson.
41. Penal Code Section 460(a) – First degree burglary.
42. Penal Code Sections 186.22 and 518 – Gang related/Extortion.
43. Penal Code Section 647.6 or prior to 1987 former Section 647a – Annoy or molest a child under 18.
44. Penal Code Section 653f(c) – Solicit another to commit rape, sodomy, etc.
45. Penal Code Sections 664/187 – Any attempted murder.
46. Penal Code Section 667.5(c)(7) – Any felony punishable by death or imprisonment in the state prison for life.
47. Penal Code Section 667.5(c)(8) – Enhancement for any felony which inflicts great bodily injury.
48. Penal Code Section 667.5(c)(13) – Enhancement for violation of Penal Code Section 12308, 12309 or 12310 – exploding or igniting or attempting to explode or ignite any destructive device or explosive with intent to commit murder.
49. Penal Code Section 667.5(c)(14) - Any kidnapping – Penal Code Sections 207, 208, 209, 209.5 and 210.
50. Penal Code Section 667.5(c)(22) - Any violation of Penal Code Section 12022.53 – Enhancement for listed felonies where use of a firearm.
51. Business and Professions Code Section 729 – Felony sexual exploitation by a physician, psychotherapist, counselor, etc.

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(d) The Department may deny an exemption request if:

- (1) The caregiver and/or the affected ~~individual~~ person fails to provide documents requested by the Department, or
- (2) The caregiver and/or the affected ~~individual~~ person fails to cooperate with the Department in the exemption process.

- (e) The reasons for any exemption granted or denied shall be in writing and kept by the Department.
- (f) The Department may grant a criminal record exemption that places conditions on the individual's person's continued licensure, and employment or presence in a licensed home.
- (g) ~~An individual~~ person shall be permitted to transfer a current criminal record exemption from one state-licensed facility to another provided the exemption has been processed through a state licensing regional office and the following are met:
 - (1) A signed Criminal ~~Background~~ Record Exemption Transfer Request, (LIC 9188).
 - (2) The request is in writing to the Department and includes:
 - (A) A copy of the individual's person's valid identification, such as:
 - 1. California driver's license; or
 - 2. California identification card issued by the Department of Motor Vehicles, or
 - 3. Photo identification issued by another state or the United States government if the individual person is not a California resident.
 - (B) Any other documentation required by the Department (i.e., LIC 508D, Criminal Record Statement and job description).
- (h) If the Department denies the individual's person's request to transfer a conditional criminal record exemption, the Department shall provide the individual with a right to an administrative hearing to contest the Department's decision.
- (i) The Department shall take the following actions if a criminal record exemption is not or cannot be granted:
 - (1) For initial applicants, denial of the application.
 - (2) For current caregivers, the Department may institute an administrative action, including, but not limited to, revocation of the license.
 - (3) For current or prospective employees, exclusion of the affected individual person pursuant to Health and Safety Code Ssection 1558, and denial of the application or revocation of the license, if the individual continues to provide services and/or reside in the home.
 - (4) For ~~individuals~~ persons residing in the home, caregiver or employee, exclusion of the affected individual pursuant to Health and Safety Code Ssection 1558, and denial of

the application or revocation of the licensee, if the individual continues to provide services and/or reside at the home.

Authority cited: Sections 1530, 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 729, Business and Professions Code; Sections 1520, 1522, 1522.01, 1522.04, 1524, 1531, and 14564, Health and Safety Code; Section 15376, Government Code; and Sections 136.1, 186.22, 187, 190 through 190.4 and 192(a), 203, 206, 207, 208, 209, 209.5, 210, 211, 212, 212.5, 213, 214, 215, 220, 243.4, 261(a), (a)(1), (2), (3), (4) or (6), 262(a)(1) or (4), 264.1, 266, 266c, 266h(b), 266i(b), 266j, 267, 269, 272, 273a(a) [or 273a(1) if the conviction was prior to January 1, 1994], 273d, 285, 286, 288, 288a, 288.2, 288.5(a), 289, 290(a), 311.2(b), (c) or (d), 311.3, 311.10, 311.11, 314(1) or (2), 347(a), 368(b) or (c) if after January 1, 1999, 417(b), 451(a) or (b), 460(a), 186.22 and 518, 647.6 or prior to 1987 former Section 647a, 653f(c), 664/187, 667.5(c)(7), 667.5(c)(8) 667.5(c)(13), 12308, 12309 or 12310, 667.5(c)(14), 207, 208, 209, 209.5 and 210, 667.5(c)(22), 12022.53, Penal Code.

Amend Section 89219.2 to read:

Post-Hearing: Amend Section 89219.2(c)(1) and (2) to read:

89219.2 CHILD ABUSE CENTRAL INDEX

89219.2

- (a) Prior to the Department issuing a license or special permit for a foster family home, the Department shall conduct a Child Abuse Central Index (CACI) review pursuant to Health and Safety Code Section 1522.1 ~~of the Health and Safety Code~~ and Penal Code Section 11170, subsection (b)(3) ~~of the Penal Code~~. The Department shall check the CACI for the applicant(s) and all ~~individuals~~ persons subject to a criminal record review, pursuant to Health and Safety Code Section 1522, subsection (d) ~~of the Health and Safety Code~~ and shall have the authority to approve or deny a home license, permit, certificate, employment, residence, or presence in the home based on the results of the review.
 - (1) The applicant shall submit the Child Abuse Central Index eCheck for State Licensed Facilities (LIC 198A) for all ~~individuals~~ persons required to be checked directly to the California Department of Justice at the same time that the ~~individual's~~ person's fingerprints are submitted for a criminal background check as required by Section 89219, subsection (c).
 - (A) ~~Individuals~~ Persons who have submitted the Child Abuse Central Index eCheck for State Licensed Facilities (LIC 198A) with fingerprints on or after January 1, 1999 need not submit a new check if the ~~individual~~ person can transfer their criminal record clearance or exemption pursuant to Section 89219, subsection (f).
 - (2) The Department shall investigate any reports received from the CACI. The investigation shall include, but not be limited to, the review of the investigation report and file prepared by the child protective agency that investigated the child abuse report. The Department shall not deny a license based upon a report from the CACI unless the Department substantiates the allegation of child abuse.
- (b) Subsequent to licensure, all ~~individuals~~ persons subject to a criminal record review, pursuant to Health and Safety Code Section 1522, subsection (b) ~~of the Health and Safety Code~~, shall complete a Child Abuse Central Index eCheck for State Licensed Facilities (LIC 198A) prior to employment, residence, or initial presence in the home that cares for children.
 - (1) The caregiver shall submit the Child Abuse Central Index eCheck for State Licensed Facilities (LIC 198A) directly to the California Department of Justice with the ~~individual's~~ person's fingerprints as required by Section 89219, subsection (d) prior to the ~~individual's~~ person's employment, residence or initial presence in the home.
 - (A) ~~Individuals~~ Persons who have submitted the Child Abuse Central Index eCheck for State Licensed Facilities (LIC 198A) with fingerprints on or after January 1, 1999 need not submit a new check if the ~~individual~~ person can

transfer their criminal record clearance or exemption pursuant to Section 89219, subsection (f) or Section 89219.1, subsection (c).

- (2) The Department shall check the CACI pursuant to Penal Code Section 11170, subsection (b)(3) of the Penal Code, and shall investigate any reports received from the CACI. The investigation shall include, but not be limited to, the review of the investigation report and file prepared by the child protective agency that investigated the child abuse report. The Department shall not deny a license or take any other administrative action based upon a report from the CACI unless the Department substantiates the allegation of child abuse.
 - (3) The Department shall investigate any subsequent reports received from the CACI. The investigation shall include, but not be limited to, the review of the investigation report and file prepared by the child protective agency that investigated the child abuse report. The Department shall not revoke a license or take any other administrative action based upon a report from the CACI unless the Department substantiates the allegation of child abuse.
- (c) ~~An individual person~~ shall be permitted to transfer a current CACI clearance from one state-licensed facility to another in the following manner:
- (1) If the initial CACI (LIC 198A) was submitted prior to January 01, 1999, the ~~individual person~~ must submit a new CACI (LIC 198A) to be processed through a state licensing regional office; or
 - (2) If the CACI (LIC 198A) was submitted after January 01, 1999 the ~~individual's person's~~ CACI clearance will be transferred along with the transfer of either the criminal record clearance or exemption in accordance with Sections 89219, Criminal Record Clearance, or 89219.1, Criminal Record Exemptions.

Authority cited: Section 1530, 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1520, 1522, 1522.01, 1522.1, 1524, 1531, 1558, and 14564, Health and Safety Code; and Section 11170, Penal Code.

Amend Section 89224 to read:

Post-Hearing: Amend Section 89224(e) to read:

89224 EXCEPTIONS AND WAIVERS AND EXCEPTIONS

89224

- (a) Unless prior written licensing agency approval is received as specified in subsection (ed) below, a caregiver shall maintain continuous compliance with the licensing regulations.
- (b) The licensing agency shall have the authority to ~~waive or~~ grant an exception or waiver to for a specific regulation(s) if the request:
 - (1) ~~d~~Demonstrates how the intent of the regulation(s) will be met; ~~and under the following circumstances:~~
 - (12) ~~Such waiver or exception shall in~~ Is not instance ~~be~~ detrimental to the health and safety of any child; and
 - (23) Is submitted by ~~The applicant or caregiver shall submit~~ to the licensing agency as a written request for a waiver or exception, together with substantiating evidence supporting the request.
- (c) (3) No waiver or exception, pursuant to this section, shall be granted for any provision of Article 3, under this chapter.
- (ed) The caregiver shall retain the ~~Department's~~ licensing agency's written approval or denial of the exception or waiver request in on its facility file in the home.
- (e) A Documented Alternative Plan (LIC 973 and LIC 974), as defined in Section 89201, Definitions, shall only be used for regulations specified in Article 3:
 - (1) Section 89387, Buildings and Grounds for bedrooms, and
 - (2) Section 89373, Telephones.

Authority cited: Sections 1530, and 1530.5, ~~and~~ 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1509, 1525.25 and 1531, Health and Safety Code; and Sections 361.2(j) - (j)(1)(C), Welfare and Institutions Code.

Amend Section 89226 to read:

Post-Hearing: Amend Section 89226(b)(2), (d), and (d)(1) to read:

89226 SAFEGUARDS FOR CASH RESOURCES, PERSONAL
PROPERTY, AND VALUABLES

89226

- (ba) The caregiver shall ~~maintain accurate records of accounts~~ make an itemized inventory list of cash resources, personal property, and valuables ~~entrusted to his/her care~~ that a "child" brings into care and review this list with the "child."
- (1) This list shall be kept in the records for a "child" as specified in Section 89370, Children's Records.
- (b) The caregiver shall safeguard the cash resources, personal property, and valuables of a "child" by:
- (a) (1) Keeping the ~~C~~ash resources, and personal property, and valuables of each "child" shall be separate and intact, and
- (2) Maintaining accurate records of the cash resources, personal property, and valuables belonging to a "child" and entrusted to the caregiver.
- (c) The caregiver shall allow a "child" to have access to and control of his or her cash resources, personal property, and valuables in a manner that is age and developmentally appropriate.
- (ed) When a "child" leaves ~~placement in the home~~, the caregiver shall surrender ~~all of the child's~~ cash resources, personal property, and valuables that belong to the "child" to the child's authorized representative "child," if age and developmentally appropriate, to the placement agency or other authorized representative who is responsible for the care and custody of the "child," with an itemized inventory list of these items.
- (1) The caregiver, a "child," and the authorized representative for the "child" shall inspect the itemized inventory list to ensure that all personal belongings of the "child" are being surrendered, and
- (12) The caregiver shall ~~obtain request~~ and retain a receipt that is signed and dated by the authorized representative for a "child," the new caregiver, or a "child" if age and developmentally appropriate.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1520, and 1531 ~~1558, and 1560~~, Health and Safety Code; and Sections 361.2(j) - (j)(2) ~~and 11006.9~~ 16001.9, Welfare and Institutions Code.

Amend Section 89227 to read:

Post-Hearing: Amend Section 89227(a)(2), (3), and (4) to read:

89227 APPLICATION REVIEW

89227

~~(a) (Regulation printed in Manual of Policies and Procedures.)~~

(a) The licensing agency shall complete the following as part of the application review process:

(1) Conduct a site visit to the proposed foster family home to:

(A) Determine that all of the requirements of Article 3 of this chapter have been met.

(B) Conduct interviews as specified in Health and Safety Code section 1521.5.

(2) Make a determination that:

(A) The applicant has the ability to comply with the provisions of the Community Care Facilities Act and the regulations in this chapter as specified in Health and Safety Code section 1520.

(B) The home complies with the provisions of the Community Care Facilities Act and the regulations in this chapter.

(C) The applicant has secured a fire clearance from the State Fire Marshal, if required.

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~~(a) The licensing agency shall complete the following as part of the application review process:~~

~~(1) A site visit to the proposed foster family home and a determination that all of the requirements of Article 3 of this chapter have been satisfied, including but not limited to:~~

~~(A) Review of the ability, willingness, and readiness of the prospective foster parent to meet the varying needs of children.~~

1. Health and Safety Code §section 1521.5 provides:

"(a) The county welfare director shall, prior to the issuance of any foster family home license, ensure that the county licensing staff, or the placement staff, conducts one or more in-home interviews with the prospective foster parent sufficient to collect information on caregiver qualifications that may be

used by the placement agency to evaluate the ability, willingness, and readiness of the prospective foster parent to meet the varying needs of children. The inability of a prospective foster parent to meet the varying needs of children, shall not, in and of itself, preclude a prospective foster parent from obtaining a foster family home license. ~~In counties in which the county has not contracted with the state to license foster family homes, the in-home interview shall be done by the placement agency.~~

"(b) All in-home interviews required by this section shall be on an in-person basis.

"(c) If the in-home interview is conducted by the licensing agency, it shall be a part of the licensing record, and shall be shared with the placement agency pursuant to subdivision (e) of Section 1798.24 of the Civil Code.

"(d) The in-home interview required by this section shall be completed no later than 120 days following notification by the licensing agency.

"(e) No license shall be issued unless an in-home interview has been conducted as required by this section."

- (B) ~~A determination that the applicant has the ability to comply with the provisions of the Community Care Facilities Act and the regulations in this chapter as specified in Section 1520 of the Health and Safety Code.~~
- (C) ~~A determination that the applicant has secured a fire clearance from the State Fire Marshal, if required.~~
- (D) ~~A determination that the home complies with the provisions of the Community Care Facilities Act and the regulations in this chapter.~~

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- (b) If the applicant has not submitted all materials specified in Section 89218, Application for License, within 90 days of receipt of the application by the licensing agency, the licensing agency shall give written notice to the applicant that the application is incomplete.
 - (1) If the applicant does not complete the application within 30 days after such notice, the application shall be deemed withdrawn, provided that the licensing agency has not denied or taken action to deny the application.
 - (2) If the application has been deemed denied, the applicant shall file a new application as required by Section 89218, Application for License.
- (c) The licensing agency shall cease review of any application under the conditions specified in Health and Safety Code ~~Section 1520.3 of the Health and Safety Code~~.
 - (1) (Reserved)

- (2) The circumstances and conditions in which the licensing agency may continue to review a previously denied application shall include, but are not limited to, the following:
 - (A) A fire clearance previously denied, but now approved;
 - (B) A caregiver who did not meet the minimum qualifications, but now fulfills the qualifications; or
 - (C) A person with a criminal record, which was the basis for license denial, is no longer associated with the home.
- (3) This review shall not constitute approval of the application.
- (4) If cessation of review occurs, the application shall be returned to the applicant. It shall be the responsibility of the applicant to request resumption of review as specified in Health and Safety Code Section 1520.3 ~~of the Health and Safety Code~~.

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- (4) Health and Safety Code ~~Section~~ 1520.3 provides in part:

"(a)(1) If an application for a license or special permit indicates, or the department determines during the application review process, that the applicant previously was issued a license under this chapter or under Chapter 1 (commencing with Section 1200), or Chapter 2 (commencing with Section 1250), Chapter 3.01 (commencing with Section 1568.01), Chapter 3.3 (commencing with Section 1569), Chapter 3.4 (commencing with Section 1596.70), Chapter 3.5 (commencing with Section 1596.90), or Chapter 3.6 (commencing with Section 1597.30) and the prior license was revoked within the preceding two years, the department shall cease any further review of the application until two years shall have elapsed from the date of such revocation. The cessation of review shall not constitute a denial of the application for purposes of Section 1526 or any other provision of law.

"(2) If an application for a license or special permit indicates, or the department determines during the application review process, that the applicant previously was issued a certificate of approval by a foster family agency that was revoked by the department pursuant to subdivision (b) of Section 1534 within the preceding two years, the department shall cease any further review of the application until two years shall have elapsed from the date of the revocation.

"(3) If an application for a license or special permit indicates, or the department determines during the application review process, that the applicant was excluded from a facility licensed by the department pursuant to Sections 1558, 1568.092, 1569.58, or 1596.8897, the department shall cease any further review of the application unless the excluded individual has been reinstated pursuant to Section 11522 of the Government Code by the department.

"(b) If an application for a license or special permit indicates, or the department determines during the application review process, that the applicant had previously applied for a license under any of the chapters listed in paragraph (1) of subdivision (a) and the application was denied within the last year, the department shall cease further review of the application as follows:

"(1) In cases where the applicant petitioned for a hearing, the department shall cease further review of the application until one year has elapsed from the effective date of the decision and order of the department upholding a denial.

"(2) In cases where the department informed the applicant of his or her right to petition for a hearing as specified in Section 1526 and the applicant did not petition for a hearing, the department shall cease further review of the application until one year has elapsed from the date of the notification of the denial and the right to petition for a hearing.

"(3) The department may continue to review the application if it has determined that the reasons for the denial of the application were due to circumstances and conditions which either have been corrected or are no longer in existence.

"(c) If an application for a license or special permit indicates, or the department determines during the application review process, that the applicant had previously applied for a certificate of approval with a foster family agency and the department ordered the foster family agency to deny the application pursuant to subdivision (b) of Section 1534, the department shall cease further review of the application as follows:

"(1) In cases where the applicant petitioned for a hearing, the department shall cease further review of the application until one year has elapsed from the effective date of the decision and order of the department upholding a denial.

"(2) In cases where the department informed the applicant of his or her right to petition for a hearing and the applicant did not petition for a hearing, the department shall cease further review of the application until one year has elapsed from the date of the notification of the denial and the right to petition for a hearing.

"(3) The department may continue to review the application if it has determined that the reasons for the denial of the application were due to circumstances and conditions that either have been corrected or are no longer in existence."

"(d) The cessation of review shall not constitute a denial of the application for purposes of Section 1526 or any other law."

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Authority cited: Sections ~~1525, 1526~~, 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1520, 1520.3, 1521.5, 1521.6, 1523.1, ~~1524~~, 1525, 1526, 1531, 1550, ~~and~~ 1558.1, 13131, and 13143, Health and Safety Code; and Section 16518, Welfare and Institutions Code.

Amend Section 89228 to read:

Post-Hearing: Amend Section 89228(a)(1)(A) to read:

89228 CAPACITY DETERMINATION

89228

- (a) The number of children for whom the foster family home is licensed to provide care and supervision shall be ~~determined~~ established on the basis of the application review by the licensing agency, ~~which shall take into consideration the following:~~
- (1) For licenses granted after January 1, 2010, this number shall not exceed six children, including a "child" and biological, adoptive, and guardianship children.
- (A) For existing homes in which the number of children exceeds six, including a "child," biological, adoptive, and guardianship children, no new placements shall be accepted until the number of children in the home does not exceed six, unless authorized by the licensing agency.
- (2) If it is determined that the home can meet the needs of all children in the home, the licensing agency may grant a waiver or exception for the home to provide care to more than six children.
- (3) Provided that all the conditions of Health and Safety Code section 1505.2 and the conditions for homes with a capacity of more than six children specified in Section 89420, subsection (b) are met, the licensing agency may authorize a home to care for up to eight children to accommodate a sibling group. A sibling group includes, but is not limited to, biological, step-siblings, and half-siblings.

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Health and Safety Code section 1505.2 provides:

"A licensing agency may authorize a foster family home to provide 24-hour care for up to eight foster children, for the purpose of placing siblings or half siblings together in foster care. This authorization may be granted only if all of the following conditions are met:

(A) The foster family home is not a specialized foster care home as defined in subdivision (i) of Section 17710 of the Welfare and Institutions Code.

(B) The home is sufficient in size to accommodate the needs of all children in the home.

(C) For each child to be placed, the child's placement social worker has determined that the child's needs will be met and has documented that determination.

The licensing agency may authorize a foster family home to provide 24-hour care for more than eight children only if the foster family home specializes in the care of

sibling groups, that placement is solely for the purpose of placing together one sibling group that exceeds eight children, and all of the above listed conditions are met."

HANDBOOK ENDS HERE

- (b) When determining the capacity of the home, the licensing agency shall take into consideration the following:
- (1) The caregiver's ability to comply with applicable laws and regulations.
 - (2) How many children, in addition to the children already living in the home, the caregiver is capable of providing care and supervision to and that the home can accommodate.
 - (23) Any other household members, including but not limited to, children under guardianship or conservatorship, who ~~reside at~~ already live in the home and their individual needs.
 - (34) Homes which accept a minor parent and his/ or her child(ren) shall have such child(ren) included in the home's licensed capacity.
 - (45) Physical features of the home, including available living space, which are necessary in order to comply with regulations.
- (~~bc~~) The licensing agency ~~shall be authorized to~~ may issue a license for fewer children than is requested when the licensing agency determines that the caregiver's responsibilities to other persons in the home, including persons under guardianship and conservatorship, would ~~preclude provision of~~ not allow the caregiver to provide the care and supervision required by these regulations.
- (~~ed~~) When the licensing agency issues a license is issued for fewer children than requested by the applicant, the caregiver shall be notified licensing agency shall notify the applicant in writing of the reasons for the limitation and of the caregiver's applicant's right to appeal the decision as specified in Section 89240, Denial of a License.
- (~~d~~) [Renumbered to Section 89410(d)]
- (e) The licensing agency ~~shall have the authority to~~ may decrease the existing licensed capacity of a foster family home, with the caregiver's agreement, when there is a change in any of the factors specified in subsection (b) above.
- (1) If the caregiver does not agree to the decrease in capacity, the licensing agency shall have the authority to initiate revocation action as specified in Section 89242, Revocation or Suspension of a License.
 - (2) If the licensing agency initiates revocation action, the caregiver has the right to request an administrative hearing.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 361.2(j)(1)(A), ~~41465~~, Welfare and Institutions Code; and Sections 1501, 1501.1, 1502, 1505.2, 1507, 1520, ~~1515.15, 1526.5~~, 1526.75, ~~1529.1, 1529.2, 1529.3~~, 1531, 1531.2, 1533, 1534, 1538, and 1562, Health and Safety Code.

Amend Section 89229 to read:

89229 WITHDRAWAL OF APPLICATION

89229

- (a) An applicant shall have the right to withdraw, in writing, an application.
- (b) The Department must consent in writing to the withdrawal.

HANDBOOK BEGINS HERE

- (1) Health and Safety Code ~~Section~~ 1553 provides in pertinent part:

The withdrawal of an application for a license or a special permit after it has been filed with the state department shall not, unless the state department consents in writing to such withdrawal, deprive the state department of its authority to institute or continue a proceeding against the applicant for the denial of the license or a special permit upon any ground provided by law or to enter an order denying the license or special permit upon any such ground.

HANDBOOK ENDS HERE

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes 2001).

Reference: Sections 1503, 1503.5, 1508, 1520, 1531, 1536.1, 1540, 1540.1, 1541, 1547, and 1553, Health and Safety Code.

Amend Section 89231 to read:

89231 ISSUANCE OF LICENSE

89231

- (a) The licensing agency shall issue a license to the applicant after an application has been completed, an in-home visit has been made pursuant to Section 89227, subsection (a)(1), and upon determination that all licensing requirements set forth in Article 3 of this chapter have been met.
- (b) [Renumbered to Section 89218(d).]
- (eb) The license shall be issued for a specific capacity consistent with Sections 89228, subsections (a) and (bc).
- (dc) The licensing agency shall notify the applicant in writing of such issuance.
- (e) ~~No limitation shall be imposed on the caregiver or printed on the license solely on the basis that the caregiver is a parent who has administered or will continue to administer corporal punishment, not constituting child abuse as defined in Section 11165, subdivision (g) of the Penal Code, or Section 1531.5(c) of the Health and Safety Code, on his/her own child(ren).~~

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1503, 1503.5, 1508, 1509, 1520, ~~1520.5, 1524~~, 1525, 1526, and 1531 ~~1531.5, 1536.1, 1540, 1540.1, 1541, and 1547~~, Health and Safety Code.

Amend Section 89234 to read:

89234 CHANGES TO LICENSE

89234

- (a) Whenever there is a change in conditions or limitations described on the current license, ~~including a change in location~~, the caregiver shall submit a new application; to the licensing agency with updated information as required in Section 89218, Application for License.

HANDBOOK BEGINS HERE

- ~~(b) Changes commonly overlooked but which require that a new application be filed include:~~

- ~~(1) Any change in the location of the home.~~

~~(A) Prior notice of the move must allow for time to license the new home.~~

~~(B) A 30-day notice should provide adequate time for the licensing agency to license the home.~~

~~(C) If the licensing agency is not able to provide a site visit the first day the new home is occupied, when the licensing agency makes its site visit it may incorporate the placement worker's documentation to determine when the home first met core health and safety standards in accordance with Article 3 Licensing/Approval Standards.~~

~~(D) The physical license must be issued within 60 days of full licensing compliance.~~

- ~~(2) Any change in the home category.~~

- ~~(3) A permanent change in any child from ambulatory to nonambulatory status.~~

HANDBOOK ENDS HERE

- (b) Changes which require a new application to be filed include:

- (1) Any change in the home licensing category.

- (2) Any change that affects the capacity of the home.

- (3) A permanent change in any "child" in the home from ambulatory to nonambulatory status.

- (c) A new application shall be submitted to the licensing agency within 30 days before or after there is a change in conditions that affect the license.

- (d) The caregiver shall provide the licensing agency with reasonable notice prior to any change in the location of the home as specified in Section 89361, subsection (d).

HANDBOOK BEGINS HERE

A reasonable notice of 30 days should provide adequate time for the licensing agency to license the home.

HANDBOOK ENDS HERE

Authority cited: Sections ~~1524~~, 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1520, 1525.25, and 1531, Health and Safety Code.

Amend Section 89235 to read:

89235 CONDITIONS FOR FORFEITURE OF A FOSTER FAMILY
HOME LICENSE

89235

- (a) Conditions for forfeiture of a ~~foster family home~~ license ~~may be found~~ are specified in Health and Safety Code Section 1524 of the Health and Safety Code.

HANDBOOK BEGINS HERE

- (1) Health and Safety Code ~~Section~~ 1524 provides in pertinent part:

A license shall be forfeited by operation of law prior to its expiration date when one of the following occurs:

"(a) The licensee sells or otherwise transfers the facility or facility property, except when change of ownership applies to transferring of stock when the facility is owned by a corporation, and when such transfer of stock does not constitute a majority of ownership.

"(b) The licensee surrenders the license to the department.

"(c)(1) The licensee moves a facility from one location to another. The department shall develop regulations to ensure that such the facilities are not charged a full licensing fee and do not have to complete the entire application process when applying for a license for the new location...

"(d) The licensee is convicted of an offense specified in Section 220, 243.4 or 264.1, or paragraph (1) of Section 273a, Section 273d, 288, or 289 of the Penal Code, or is convicted of another crime specified in subdivision (c) of Section 667.5 of the Penal Code.

"(e) The licensee dies. If an adult relative notifies the Department of his or her desire to continue operation of the facility and submits an application, the Department shall expedite the application. The Department shall promulgate regulations for expediting applications submitted pursuant to this subdivision.

"(f) The licensee abandons the facility."

HANDBOOK ENDS HERE

- (2b) ~~"The Caregiver abandons the home"~~ shall mean either of the following when:

- (A1) The caregiver informs the licensing agency that the caregiver no longer accepts responsibility for the home, or

(B2) The licensing agency is unable to determine the caregiver's whereabouts after the following licensing agency has:

- 1.(A) ~~The licensing agency requests~~ Requested information of the caregiver's whereabouts from an adult at the home if an adult can be contacted; and
- 2.(B) ~~The licensing agency has m~~Made at least one phone call per day, to the caregiver's last telephone number of record, for five consecutive workdays with no response; and
- 3.(C) ~~The licensing agency has s~~Sent a certified letter to the caregiver's last mailing address of record; ~~requested~~ requesting that the caregiver ~~to~~ contact the licensing agency; ~~to the caregiver's last mailing address of record~~ with no response within seven calendar days.

(bc) If the caregiver dies or abandons the home and a responsible adult with control of the property continues to operate the home, he or she shall file a new application, with and include evidence of the caregiver's death if applicable; and The responsible adult shall be subject to Section 89206, Operation Without A License if a new license is not obtained.

Authority cited: Sections 1524, ~~1524(e)~~, 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1503, 1503.5, 1508, 1520, 1521.5, ~~1523~~, 1524, ~~1524(e)~~, and 1531, 1536.1, 1540, 1540.1, and 1547, Health and Safety Code.

Amend Section 89240 to read:

Post-Hearing: Amend Section 89240(a)(1) and (b)(1) to read:

89240 DENIAL OF A LICENSE

89240

- (a) The licensing agency shall deny an application for a license if it is determined that the applicant is not in compliance with applicable laws and regulations.
- (1) The licensing agency shall have the authority to deny an application for a license if the applicant has failed to pay any civil penalty for unlicensed operations assessed pursuant to Section 89255, Unlicensed Facility Penalties for Unlicensed Homes, and in accordance with a final judgment issued by a court of competent jurisdiction, unless payment arrangements acceptable to the licensing agency have been made.
- (2) The Department may deny any license as specified in Health and Safety Code Section 1550 of the Health and Safety Code.

HANDBOOK BEGINS HERE

- (A) Health and Safety Code Section 1550 states:

"The department may deny an application for, or suspend or revoke, any license, or any administrator certificate, issued under this chapter upon any of the following grounds and in the manner provided in this chapter, or may deny a transfer of a license pursuant to paragraph (2) of subdivision (b) of Section 1524 for any of the following grounds:

"(a) Violation by the licensee or holder of a special permit of this chapter or of the rules and regulations promulgated under this chapter.

"(b) Aiding, abetting, or permitting the violation of this chapter or of the rules and regulations promulgated under this chapter.

"(c) Conduct which is inimical to the health, morals, welfare, or safety of either an individual in, or receiving services from, the facility or the people of the State of California.

"(d) The conviction of a licensee, or other person mentioned in Section 1522, at any time before or during licensure, of a crime as defined in Section 1522.

"(e) The licensee of any facility or the person providing direct care or supervision knowingly allows any child to have illegal drugs or alcohol.

"(f) Engaging in acts of financial malfeasance concerning the operation of a facility, including, but not limited to, improper use or embezzlement of client moneys and property or fraudulent appropriation for personal gain of facility moneys and property, or willful or negligent failure to provide services."

HANDBOOK ENDS HERE

- (3) An application for a license shall not be denied solely on the basis that the applicant is a parent who has administered or will continue to administer corporal punishment; ~~that does not constitute~~ constitute child abuse as defined in Penal Code Sections 11165.6, 273a, and 273d subdivision (g) of the Penal Code, or Health and Safety Code Section 1531.5, subsection (c) of the Health and Safety Code, ~~on to his/ or her own child(ren).~~

HANDBOOK BEGINS HERE

- (A) Penal Code Section 11165.6 of the Penal Code states provides:

"As used in this article, the term 'child abuse or neglect' means a physical injury which is inflicted by other than accidental means on a child by another person, sexual abuse as defined in Section 11165.1, neglect as defined in Section 11165.2, willful cruelty or unjustifiable punishment as defined in Section 11165.3, and unlawful corporal punishment or injury as defined in Section 11165.4. 'Child abuse or neglect' does not include a mutual affray between minors. 'Child abuse or neglect' does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer."

- (B) Penal Code Section 273(a) of the Penal Code provides in part:

"(a) Any person who, under circumstances or conditions likely to produce great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of that child to be injured or willfully causes or permits that child to be placed in a situation where his or her person or health is endangered, shall be punished by imprisonment in a county jail not exceeding one year, or in the state prison for two, four or six years.

"(b) Any person who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any child to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of that child to be placed in a situation where his or her person or health may be endangered, is guilty of a misdemeanor...."

- (C) Penal Code Section 273(d) of the Penal Code provides in part:

"(a) Any person who willfully inflicts upon a child any cruel or inhuman corporal punishment or injury resulting in a traumatic condition is guilty of a felony and shall be punished by imprisonment in the state prison for two, four or six years, or in the county jail for not more than one year, by a fine of up to six thousand dollars (\$6,000), or by both that imprisonment and fine. . ."

- (D) Health and Safety Code Section 1531.5(c) of the Health and Safety Code states provides:

"As used in this section, 'child abuse' means a situation in which a child suffers from any one or more of the following:

"(1) Serious physical injury inflicted upon the child by other than accidental means.

"(2) Harm by reason of intentional neglect or malnutrition or sexual abuse.

"(3) Going without necessary and basic physical care.

"(4) Willful mental injury, negligent treatment, or maltreatment of a child under the age of 18 by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby, as determined in accordance with regulations prescribed by the Director of Social Services.

"(5) Any condition which results in the violation of the rights or physical, mental, or moral welfare of a child or jeopardizes the child's present or future health, opportunity for normal development, or capacity for independence."

HANDBOOK ENDS HERE

- (b) If the application for a license is denied, the licensing agency shall mail the applicant a written notice of denial.
- (1) The notification shall inform the applicant of the denial, and set forth the reasons for the denial, and shall advise the applicant of the right to appeal.
- (c) An applicant shall have the right to appeal the denial of the application pursuant to Health and Safety Code Section 1526 of the Health and Safety Code and in accordance with Health and Safety Code Section 1551 of the Health and Safety Code.

HANDBOOK BEGINS HERE

- (4) Health and Safety Code Section 1526 provides:

"Immediately upon the denial of any application for a license or for a special permit, the state department shall notify the applicant in writing. Within 15 days after the state department mails the notice, the applicant may present his/her written petition for a hearing to the state department. Upon receipt by the state department of the petition in proper form, such petition shall be set for hearing. The proceedings shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the state department has all the powers granted therein."

HANDBOOK ENDS HERE

- (d) Proceedings to hear an appeal of a denial shall be conducted pursuant to Health and Safety Code Section 1551(a) ~~of the Health and Safety Code~~.

HANDBOOK BEGINS HERE

- (4) Health and Safety Code ~~Section~~ 1551(a) provides in part:

"Proceedings for the suspension, revocation, or denial of a license, registration, special permit, or any administrator certificate under this chapter shall be conducted in accordance with the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the state department shall have all the powers granted by those provisions. . ."

HANDBOOK ENDS HERE

- (e) Notwithstanding any appeal action, the ~~foster family home~~ that has been denied a license is unlicensed and shall not operate pending adoption ~~by the Director~~ of a decision on the denial action by the Director.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1520, 1520.3, 1522, 1522.01, 1522.2, 1525, 1526, 1531, 1531.5, 1547, 1550, 1551, and 1558.1, Health and Safety Code; Sections 273a, 273(d), 11165, 11165.1, 11165.2, 11165.3, 11165.4, and 11165.6, Penal Code; and Sections 11500, et seq., Government Code.

Amend Section 89242 to read:

Post-Hearing: Amend Section 89242(a) to read:

89242 REVOCATION OR SUSPENSION OF LICENSE

89242

- (a) The Department shall have the authority to suspend or revoke any license on any of the grounds specified in the Health and Safety Code ~~Section 1550 of the Health and Safety Code~~.

HANDBOOK BEGINS HERE

- (1) Health and Safety Code ~~Section~~ 1550 specifies the following grounds:

"(a) Violation by the licensee or holder of a special permit of this chapter or of the rules and regulations promulgated under this chapter.

"(b) Aiding, abetting or permitting the violation of this chapter or of the rules and regulations promulgated under this chapter.

"(c) Conduct which is inimical to the health, morals, welfare or safety of either an individual in, or receiving services from the facility ~~or the people of the State of California...~~

"(d) The conviction of a licensee, or other person mentioned in Section 1522, at any time before or during licensure, of a crime as defined in Section 1522.

"(e) The licensee of any facility or the person providing direct care or supervision knowingly allows any child to have illegal drugs or alcohol.

"(f) Engaging in acts of financial malfeasance concerning the operation of a facility, including, but not limited to, improper use or embezzlement of client moneys and property or fraudulent appropriation for personal gain of facility moneys and property, or willful or negligent failure to provide services."

HANDBOOK ENDS HERE

- (b) Proceedings to hear a revocation action or a revocation and temporary suspension action shall be conducted pursuant to the provisions of Health and Safety Code ~~Section 1551 of the Health and Safety Code~~.

HANDBOOK BEGINS HERE

- (1) Health and Safety Code ~~Section~~ 1551(a) provides in part:

"Proceedings for the suspension, revocation, or denial of a license, registration, special permit, or any administrator certificate under this chapter shall be conducted in accordance with the provisions of Chapter 5 (commencing with Section 11500) of

Part 1 of Division 3 of Title 2 of the Government Code, and the state department shall have all the powers granted by those provisions. . ."

(2) Chapter 5, commencing with Government Code Section 11500 of Part 1, Division 3, Title 2 ~~of the Government Code~~ provides in part:

- (A) When the director intends to seek revocation of a license, he/she shall notify the licensee of the proposed action, by serving the licensee with an accusation, and shall advise the licensee of the right to a hearing.
- (B) The licensee shall have the right to a hearing prior to the revocation or suspension of a license, except as provided in (1) below.
 - (1) The director shall have the authority to temporarily suspend any license prior to any hearing when in his/her opinion such action is necessary to protect the children in the foster family home from any physical or mental abuse or any other substantial threat to health or safety.
 - (2) When the director intends to temporarily suspend a license prior to a hearing, he/she shall notify the licensee of the temporary suspension and the effective date thereof, and shall concurrently serve the licensee with an accusation.
- (C) The director shall, within 15 calendar days of receipt of notice of defense, request the Office of Administrative Hearings to set the matter for hearing.
- (D) For a revocation and temporary suspension action, the director shall request the Office of Administrative Hearings to hold the hearing as soon as possible, but not later than 30 calendar days after receipt of the Notice of Defense.

HANDBOOK ENDS HERE .

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1522, 1522.01, 1522.2, 1531, ~~1533~~, 1534, ~~1538~~, 1550, and 1551, Health and Safety Code; and Sections 11500, et seq., Government Code.

Post-Hearing: Amend Section 89244(c) to read:

89244

- (a) The licensing agency shall have the ~~inspection~~ authority to inspect and evaluate the home as specified in Health and Safety Code Sections 1533, 1534, and 1538 of the Health and Safety Code.

HANDBOOK BEGINS HERE

- ~~(1)~~ Health and Safety Code Section 1533 provides in part:

"... any duly authorized officer, employee, or agent of the State Department of Social Services may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, any provision of this chapter.

"Foster family homes which are considered private residences for the purposes of Section 1530.5 shall not be subject to inspection by the department or its officers without advance notice, except in response to a complaint. The unannounced visits shall not constitute the annual evaluation visit required by Section 1534. Inspection visits to foster family homes shall be made during normal business hours, unless the serious nature of a complaint requires otherwise.

"Normal business hours,' as used in this section, means from 8 a.m. to 5 p.m., inclusive, of each day from Monday to Friday, inclusive, other than state holidays."

- ~~(2)~~ Health and Safety Code Section 1534(a) provides in part:

"(a)(1) Every licensed community care facility shall be subject to unannounced visits by the department. The department shall visit these facilities as often as necessary to ensure the quality of care provided.

"(A) The department shall conduct an annual unannounced visit to a facility under any of the following circumstances:

“(i) When a license is on probation.

"(ii) When the terms of agreement in a facility compliance plan require an annual evaluation.

"(iii) When an accusation against a licensee is pending.

"(iv) When a facility requires an annual visit as a condition of receiving federal financial participation.

"(v) In order to verify that a person who has been ordered out of a facility by the department is no longer at the facility.

"(B) The department shall conduct [random] annual unannounced visits to no less than 10 percent of facilities not subject to an evaluation under subparagraph (A)...

"(C) Under no circumstance shall the department visit a community care facility less often than once every five years.

"(2) The department shall notify the community care facility in writing of all deficiencies in its compliance with the provisions of this chapter and the rules and regulations adopted pursuant to this chapter, and shall set a reasonable length of time for compliance by the facility.

"(3) Reports on the results of each inspection, evaluation, or consultation shall be kept on file in the department, and all inspection reports, consultation reports, lists of deficiencies, and plans of correction shall be open to public inspection ~~in the county in which the facility is located.~~"

(3) Health and Safety Code ~~S~~ection 1538 provides in part:

"(a) Any person may request an inspection of any community care facility or certified family home in accordance with this chapter by transmitting to the state department notice of an alleged violation of applicable requirements prescribed by statutes or regulations of this state, including, but not limited to, a denial of access of any person authorized to enter the facility pursuant to Section 9701 of the Welfare and Institutions Code. A complaint may be made either orally or in writing.

"(b) The substance of the complaint shall be provided to the licensee or certified family home and foster family agency no earlier than at the time of the inspection. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee or certified family home and foster family agency nor any copy of the complaint or any record published, released, or otherwise made available to the licensee or certified family home and foster family agency shall disclose the name of any person mentioned in the complaint except the name of any duly authorized officer, employee, or agent of the state department conducting the investigation or inspection pursuant to this chapter.

"(c) Upon receipt of a complaint, other than a complaint alleging denial of a statutory right of access to a community care facility or certified family home, the state department shall make a preliminary review and, unless the state department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, it shall make an onsite inspection of the community care facility or certified family home within 10 days after receiving the complaint, except where a visit would adversely affect the licensing investigation or the investigation of other

agencies. In either event, the complainant shall be promptly informed of the state department's proposed course of action. . .

"(d) Upon receipt of a complaint alleging denial of a statutory right of access to a community care facility or certified family home, the state department shall review the complaint. The complainant shall be notified promptly of the state department's proposed course of action."

HANDBOOK ENDS HERE

- (b) The licensing agency shall have the authority to interview any foster "child," in a the foster family home, without prior consent.
 - (1) The caregiver shall make provisions for private interviews with any foster "child."
- (c) The licensing agency shall have the authority to inspect, audit, and copy ~~the children's or the foster family home's~~ records that pertain to a "child" or the home upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 89370, subsection (eb) and 89566, subsection (d).
 - (1) The caregiver shall ~~make provisions for the examination of~~ make all records relating to the operation of the foster family home available for review.
- (d) The licensing agency shall have the authority to observe the physical condition of ~~the a~~ "child," including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the "child."
- (e) The licensing agency shall have the authority to make additional visits to the home in order to determine compliance with applicable laws and regulations.

Authority cited: Section 1530, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~1501.1~~, 1530.5, 1531, 1533, 1534 and 1538, Health and Safety Code.

Repeal Section 89245:

89245 EVALUATION VISITS

89245

- (a) ~~Every home shall be evaluated as specified in Sections 1533 and 1534 of the Health and Safety Code.~~

HANDBOOK BEGINS HERE

- (1) ~~Health and Safety Code Section 1533 provides in part:~~

~~"... any duly authorized officer, employee, or agent of the State Department of Social Services may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of any provision of this chapter.~~

~~"Foster family homes which are considered private residences for the purpose of Section 1530.5 shall not be subject to inspection by the department or its officers without advance notice, except in response to a complaint. The unannounced visit shall not constitute the annual evaluation visit required by Section 1534. Inspection visits to foster family homes shall be made during normal business hours, unless the serious nature of a complaint requires otherwise.~~

~~"Normal business hours,' as used in this section, means from 8 a.m. to 5 p.m., inclusive, of each day from Monday to Friday, inclusive, other than state holidays."~~

- (2) ~~Health and Safety Code Section 1534(a) provides in part:~~

~~"(a) (1) Every licensed community care facility shall be subject to unannounced visits by the department. The department shall visit these facilities as often as necessary to ensure the quality of care provided.~~

~~"(A) The department shall conduct an annual unannounced visit to a facility under any of the following circumstances:~~

~~"(i) When a license is on probation.~~

~~"(ii) When the terms of agreement in a facility compliance plan require an annual evaluation.~~

~~"(iii) When an accusation against a licensee is pending.~~

~~"(iv) When a facility requires an annual visit as a condition of receiving federal financial participation.~~

~~"(v) In order to verify that a person who has been ordered out of a facility by the department is no longer at the facility.~~

~~"(B) The department shall conduct [random] annual unannounced visits to no less than 10 percent of facilities not subject to an evaluation under subparagraph (A)...~~

~~"(C) Under no circumstance shall the department visit a community care facility less often than once every five years.~~

~~"(2) The department shall notify the community care facility in writing of all deficiencies in its compliance with the provisions of this chapter and the rules and regulations adopted pursuant to this chapter, and shall set a reasonable length of time for compliance by the facility.~~

~~"(3) Reports on the results of each inspection, evaluation, or consultation shall be kept on file in the department, and all inspection reports, consultation reports, lists of deficiencies, and plans of correction shall be open to public inspection in the county in which the facility is located."~~

HANDBOOK ENDS HERE

~~(b) The licensing agency shall have the authority to make any number of additional visits to a foster family home in order to determine compliance with applicable law and regulation.~~

Authority cited: Sections 1530, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507.5, 1530.5, 1531, 1533, 1534 and 1538, Health and Safety Code.

Amend Section 89246 to read:

Post-Hearing: Amend Section 89246(a) to read:

89246 EXCLUSIONS

89246

- (a) ~~An individual person~~ can be prohibited from being employed, allowed in, and ~~to have having~~ contact with ~~clients~~ a "child" in a licensed home as specified in Health and Safety Code Section 1558 of the Health and Safety Code.

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- (1) Health and Safety Code ~~Section~~ 1558 states:

"(a) The department may prohibit any person ~~from being a member of the board of directors, an executive director, or an officer of a licensee, ...~~ or a licensee from employing, or continuing the employment of, or allowing in a licensed facility, or allowing contact with clients of a licensed facility by, any employee, prospective employee, or person who is not a client who has:

"(1) Violated, or aided or permitted the violation by any other person of, any provisions of this chapter or of any rules or regulations promulgated under this chapter.

"(2) Engaged in conduct which is inimical to the health, morals, welfare, or safety of either an individual in or receiving services from the facility, or the people of the State of California.

"(3) Been denied an exemption to work or to be present in a facility, when that person has been convicted of a crime as defined in Section 1522.

"(4) Engaged in any other conduct which would constitute a basis for disciplining a licensee.

"(5) Engaged in acts of financial malfeasance concerning the operation of a facility, including, but not limited to, improper use or embezzlement of client moneys and property or fraudulent appropriation for personal gain of facility moneys and property, or willful or negligent failure to provide services.

"(b) The excluded person, the facility, and the licensee shall be given written notice of the basis of the department's action and of the excluded person's right to an appeal. The notice shall be served either by personal service or by registered mail. Within 15 days after the department serves the notice, the excluded person may file with the department a written appeal of the exclusion order. If the excluded person fails to file a written appeal within the prescribed time, the department's action shall be final.

"(c)(1) The department may require the immediate removal of ~~a member of the board of directors, an executive director, or an officer of a licensee ...~~ or exclusion of an

employee, prospective employee, or person who is not a client from a facility pending a final decision of the matter, when, in the opinion of the director, the action is necessary to protect residents or clients from physical or mental abuse, abandonment, or any other substantial threat to their health or safety.

"(2) If the department requires the immediate removal of ~~a member of the board of directors, an executive director, or an officer of a licensee~~ ... or exclusion of an employee, prospective employee, or person who is not a client from a facility, the department shall serve an order of immediate exclusion upon the excluded person which shall notify the excluded person of the basis of the department's action and of the excluded person's right to a hearing.

"(3) Within 15 days after the department serves an order of immediate exclusion, the excluded person may file a written appeal of the exclusion with the department. The department's action shall be final if the excluded person does not appeal the exclusion within the prescribed time. The department shall do the following upon receipt of a written appeal:

"(A) Within 30 days of receipt of the appeal, serve an accusation upon the excluded person.

"(B) Within 60 days of receipt of a notice of defense pursuant to Section 11506 of the Government Code by the excluded person to conduct a hearing on the accusation.

"(4) An order of immediate exclusion of the excluded person from the facility shall remain in effect until the hearing is completed and the director has made a final determination on the merits. However, the order of immediate exclusion shall be deemed vacated if the director fails to make a final determination on the merits within 60 days after the original hearing has been completed.

"(d) An excluded person who files a written appeal with the department pursuant to this section shall, as part of the written request, provide his or her current mailing address. The excluded person shall subsequently notify the department in writing of any change in mailing address, until the hearing process has been completed or terminated.

"(e) Hearings held pursuant to this section shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Division 3 of Title 2 of the Government Code. The standard of proof shall be the preponderance of the evidence and the burden of proof shall be on the department.

"(f) The department may institute or continue a disciplinary proceeding against a member of the board of directors, an executive director, or an officer of a licensee or an employee, prospective employee, or person who is not a client upon any ground provided by this section, or enter an order prohibiting any person from being a member of the board of directors, an executive director, or an officer of a licensee or the excluded person's employment or presence in the facility or otherwise take disciplinary action against the excluded person, notwithstanding any resignation,

withdrawal of employment application, or change of duties by the excluded person, or any discharge, failure to hire, or reassignment of the excluded person by the licensee or that the excluded person no longer has contact with clients at the facility.

"(g) A licensee's failure to comply with the department's exclusion order after being notified of the order shall be grounds for disciplining the licensee pursuant to Section 1550.

"(h)(1)(A) In cases where the excluded person appealed the exclusion order, the person shall be prohibited from working in any facility or being licensed to operate any facility licensed by the department or from being a certified foster parent for the remainder of the excluded person's life, unless otherwise ordered by the department.

"(B) The excluded individual may petition for reinstatement one year after the effective date of the decision and order of the department upholding the exclusion order pursuant to Section 11522 of the Government Code. The department shall provide the excluded person with a copy of Section 11522 of the Government Code with the decision and order.

"(2)(A) In cases where the department informed the excluded person of his or her right to appeal the exclusion order and the excluded person did not appeal the exclusion order, the person shall be prohibited from working in any facility or being licensed to operate any facility licensed by the department or a certified foster parent for the remainder of the excluded person's life, unless otherwise ordered by the department.

"(B) The excluded individual may petition for reinstatement after one year has elapsed from the date of the notification of the exclusion order pursuant to Section 11522 of the Government Code. The department shall provide the excluded person with a copy of Section 11522 of the Government Code with the exclusion order."

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Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1522, ~~1522.01~~, 1522.2, 1531, 1558, and 1558.1, ~~1569 et seq., and 1596.9 et seq.~~, Health and Safety Code; and Sections 11500 et seq., 11506 and 11522, Government Code.

Amend Section 89252 to read:

Post-Hearing: Amend Handbook Section 89252(a)(11) and (14) to read:

89252 DEFICIENCIES IN COMPLIANCE

89252

- (a) When an ~~evaluator~~ licensing agency visits a home and determines that a deficiency exists, the ~~evaluator~~ licensing agency shall issue a notice of deficiency, unless the deficiency is not serious and is corrected during the visit.

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- (e) The following are examples of regulations which, if not complied with, nearly always result in a serious deficiency.
- (1) Section 89410 relating to limitations on the capacity or ambulatory status of children.
 - (2) Section 89510.1 relating to limitations on the capacity of specialized foster family homes.
 - (3) Section 89510.2 relating to dual licensure of specialized foster family homes.
 - (4) Section 89219 relating to criminal record clearance.
 - (5) Section 89420 relating to fire clearance.
 - (6) Section 89421 relating to water supply.
 - (7) Section 89565.1 relating to specialized in-home health care training and health screenings for staff in specialized foster family homes.
 - (8) Section 89372 relating to children's rights.
 - (9) Section 89373 relating to telephone service.
 - (10) Section 89475 relating to storing and dispensing medications.
 - (11) Section 89376 relating to food, preparation and service.
 - (12) Section 89387 relating to safety of children's accommodations.
 - (13) Section 89587.1 relating to safety of accommodations for children with special health care needs.
 - (14) Sections 89387, subsections (hj) and (nn) relating to ~~hot water temperature and toilet facilities and hot water temperature.~~
 - (15) Section 89387, subsection (no) relating to storage and disposal of solid wastes.

- (16) Any other regulation, the violation of which is deemed by the licensing agency to constitute a serious deficiency as defined in Section 89201, subsection (s)(12).

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- (b) Prior to completion of a visit, the caregiver, or other person in charge of the home shall meet with the ~~evaluator~~ licensing agency to discuss any deficiencies noted, ~~to~~ jointly develop a plan for correcting each deficiency, and ~~to~~ acknowledge receipt of the notice of deficiency.
- (c) The ~~evaluator~~ licensing agency shall provide a notice of deficiency to the caregiver by one of the following:
- (1) Personal delivery to the caregiver, at the completion of the visit.
 - (2) If the caregiver is not at the home, ~~leaving the notice with~~ shall be given to the person in charge, at the completion of the visit, and
 - (A) ~~Under such circumstances, a copy of the notice shall also be mailed to the caregiver.~~
 - (3) If the caregiver refuses to accept the notice or the notice cannot be completed during the visit, ~~mailing the notice~~ shall be mailed to the caregiver.
- (d) The notice of deficiency shall be in writing and shall include the following:
- (1) Citation of the statute or regulation which has been violated.
 - (2) A description of the nature of the deficiency ~~stating that states~~ the manner in which the caregiver failed to comply with a specified statute or regulation, and the particular place or area of the home in which it occurred.
 - (3) The plan developed, as specified in subsection (b) above, for correcting each deficiency.
 - (4) A date by which each deficiency shall be corrected.
 - (A) In determining the date for correcting a deficiency, the ~~evaluator~~ licensing agency shall consider the following factors:
 1. The potential hazard presented by the deficiency.
 2. The number of children affected.
 3. The availability of equipment or personnel necessary to correct the deficiency.

4. The estimated time necessary for delivery, and for any installation, of necessary equipment.
- (3B) The date for correcting a deficiency shall not be more than 30 calendar days following service of the notice of deficiency, unless the ~~evaluator~~ licensing agency determines that the deficiency cannot be completely corrected in 30 calendar days.
- (C) If the date for correcting the deficiency is more than 30 calendar days following service of the notice of deficiency, the notice shall specify corrective actions which must be taken within 30 calendar days to begin correction.
- (D) The ~~evaluator~~ licensing agency shall have the authority to require correction of a deficiency within 24 hours or less if there is an immediate threat to the health or safety of ~~the clients~~ children.
- (5) The address and telephone number of the licensing office responsible for reviewing notices of deficiencies for the area in which the home is located.
- (6) A follow-up visit shall be conducted to determine compliance with the plan of correction specified in the notice of deficiency.
- (e) If the caregiver disagrees with a citation or civil penalty assessed by the licensing agency, the caregiver has the right to appeal.
 - (1) The caregiver shall begin their appeal with the Licensing Program Manager listed on the licensing report, or county first level manager, in writing within 10 days from the date the caregiver receives the report or penalty assessment notice.
 - (2) If the caregiver disagrees with the decision made by the Licensing Program Manager or county first level manager, the second level of appeal shall be made to the Regional Manager or county second level manager. The appeal shall be made in writing after the caregiver receives the written decision from the Licensing Program Manager or county first level manager.
 - (3) If the caregiver disagrees with the decision made by the Regional Manager or county second level manager, the third level of appeal shall be made to the Program Administrator or county third level manager. The appeal shall be made in writing after the caregiver receives the written decision from the Regional Manager or county second level manager.
 - (4) If the caregiver disagrees with the decision made by the Program Administrator or county third level manager, the fourth level of appeal shall be made to the Deputy Director, Community Care Licensing Division, California Department of Social Services. The appeal shall be made in writing after the caregiver receives the written decision from the Program Administrator or county third level manager.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; Section 17730, Welfare and Institutions Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1531, 1533, 1534, 1538, and 1553, Health and Safety Code; and Sections 17731 and 17732, Welfare and Institutions Code.

Amend Section 89254 to read:

Post-Hearing: Amend Handbook Section 89254(b) to read:

89254 CIVIL PENALTIES

89254

- (a) ~~An immediate penalty of \$100 per violation shall be assessed for failure to submit fingerprints on any individual required to be fingerprinted under Health and Safety Code Section 1522 (b) prior to the person's employment, residence or presence in the facility.~~

The licensing agency shall assess civil penalties for the following deficiencies:

- (1) Not submitting an application for licensure required by Section 89218, Application for License, within 15 calendar days of being served a Notice of Operation in Violation of Law (LIC 195).
 - (2) Not obtaining the fingerprint clearances required for licensure by Health and Safety Code section 1522, subsection (b) as stated in Section 89219, Criminal Record Clearance. Civil penalties shall be assessed as specified in Health and Safety Code section 1522, subsection (c).
- (1b) Progressive civil Repeat penalties specified for repeating the same violation as set forth in Health and Safety Code Section 1548, subsections (d) and (e) shall not apply.

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Health and Safety Code section 1522(b) provides in part:

"(b)(1) In addition to the applicant, this section shall be applicable to criminal convictions of the following persons:

(A) Adults responsible for administration or direct supervision of staff.

(B) Any person, other than a client, residing in the facility.

(C) Any person who provides client assistance in dressing, grooming, bathing, or personal hygiene. Any nurse assistant or home health aide meeting the requirements of Section 1338.5 or 1736.6, respectively, who is not employed, retained, or contracted by the licensee, and who has been certified or recertified on or after July 1, 1998, shall be deemed to meet the criminal record clearance requirements of this section. A certified nurse assistant and certified home health aide who will be providing client assistance and who falls under this exemption shall provide one copy of his or her current certification, prior to providing care, to the community care facility. The facility shall maintain the copy of the certification on file as long as care is being provided by the certified nurse assistant or certified home health aide at the facility. Nothing in this paragraph restricts the right of the department to exclude a certified nurse assistant or certified home health aide from a licensed community care facility pursuant to Section 1558.

(D) Any staff person, volunteer, or employee who has contact with the clients.

(E) If the applicant is a firm, partnership, association, or corporation, the chief executive officer or other person serving in like capacity.

(F) Additional officers of the governing body of the applicant, or other persons with a financial interest in the applicant, as determined necessary by the department by regulation. The criteria used in the development of these regulations shall be based on the person's capability to exercise substantial influence over the operation of the facility..."

Health and Safety Code section 1522(c) provides in part:

"(c)(1) Subsequent to initial licensure, any person specified in subdivision (b) and not exempted from fingerprinting shall, as a condition to employment, residence, or presence in a community care facility, be fingerprinted and sign a declaration under penalty of perjury regarding any prior criminal convictions. The licensee shall submit fingerprint images and related information to the Department of Justice and the Federal Bureau of Investigation, through the Department of Justice, for a state and federal level criminal offender record information search, or to comply with paragraph (1) of subdivision (h), prior to the person's employment, residence, or initial presence in the community care facility. These fingerprint images and related information shall be sent by electronic transmission in a manner approved by the State Department of Social Services and the Department of Justice for the purpose of obtaining a permanent set of fingerprints, and shall be submitted to the Department of Justice by the licensee. A licensee's failure to submit fingerprints to the Department of Justice or to comply with paragraph (1) of subdivision (h), as required in this section, shall result in the citation of a deficiency and the immediate assessment of civil penalties in the amount of one hundred dollars (\$100) per violation per day for a maximum of five days, unless the violation is a second or subsequent violation within a 12-month period in which case the civil penalties shall be in the amount of one hundred dollars (\$100) per violation for a maximum of 30 days, and shall be grounds for disciplining the licensee pursuant to Section 1550..."

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- (b)c) Unless otherwise provided, all penalties are due and payable upon receipt of notice for payment, and shall be paid only by check or money order made payable to the agency indicated in the notice.

Authority cited: Sections 1522, 1530, and 1530.5 and ~~1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~1501.1~~, 1522, 1531, 1533, 1534, 1538, and 1548, Health and Safety Code.

Amend Section 89255 to read:

Post-Hearing: Amend Section 89255 (Title), 89255(a), (b), (c)(1) and (2), and (f) to read:

89255 UNLICENSED FACILITY PENALTIES FOR UNLICENSED HOMES 89255

- (a) A penalty of \$200 per day shall be assessed for the operation of an unlicensed facility home under either of the following conditions:
 - (1) The operator has not submitted a completed application for licensure within 15 calendar days of issuance of the Notice of Operation in Violation of the Law (LIC 195) ~~pursuant to Section 87006~~, and continues to operate.
 - (A) For purposes of this section, an application shall be deemed completed if it includes the information required in Section 89218, Application for License.
 - (B) The completed application shall be deemed to be submitted when received by the licensing agency.
 - (2) Unlicensed operation continues after denial of the initial application.
 - (A) Notwithstanding any appeal action, home operation must cease within 10 calendar days of the mailing of the notice of denial or upon receipt of the denial notice by the operator, whichever occurs first.
- (b) The \$200 per day penalty shall be assessed for the continued operation of an unlicensed facility home as follows:
 - (1) On the 16th calendar day after the operator has been issued the Notice of Operation in Violation of Law (LIC 195), and has not submitted a completed application as required.
 - (A) The \$200 per day penalty shall continue until the operator ceases operation or submits a completed application pursuant to ~~Sections 89255~~ subsections (a)(1)(A) and (B).
 - (2) Within 10 calendar days of the mailing of the notice of denial or upon receipt of the denial notice by the operator, whichever occurs first.
 - (A) The \$200 per day penalty shall continue until the operator ceases operation.
- (c) If the unlicensed operator or his/her representative reports to the licensing agency that unlicensed operation, as defined in Health and Safety Code ~~Section 1503.5 of the Health and Safety Code~~ has ceased, the penalty shall cease as of the day the licensing agency receives the notification.
 - (1) A site visit shall be made immediately or within five working days to verify that the unlicensed home operation has ceased.

- (2) Notwithstanding (c) above, if the unlicensed facility home operation has not ceased, penalties shall continue to accrue without interruption from the date of initial penalty assessment.
- (d) All penalties shall be due and payable upon receipt of the Notice for Payment from the licensing agency, and shall be paid by check or money order made payable to the agency indicated in the notice.
- (e) The licensing agency shall have the authority to file a claim in a court of competent jurisdiction to take other appropriate action for failure to pay penalties as specified in (d) above.
- (f) Payment of civil penalties or application for licensure in response to a citation under this section do not permit the operation of a foster family home without a license.

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- ~~(f) Payment of civil penalties or application for licensure in response to a citation under this section do not permit the operation of a community care home without a license.~~
- (1) Health and Safety Code ~~Section 1508 of the Health and Safety Code~~ provides in part:

"No person, firm, partnership, association, or corporation within the state and no state or local public agency shall operate, establish, manage, conduct or maintain a community care facility in this state, without a current valid license therefore as provided in this ~~C~~chapter."

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Authority cited: Sections ~~1524~~, 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~1501.1~~, 1503, 1503.5, 1508, 1520, 1531, 1533, 1534, ~~1536.1~~, 1538, 1540, 1540.1, 1541, 1547 and 1549, Health and Safety Code.

Amend Section 89255.1 to read:

89255.1 DENIAL OR REVOCATION OF LICENSE FOR FAILURE
TO PAY CIVIL PENALTIES

89255.1

- (a) The ~~licensee~~ caregiver shall be responsible for paying civil penalties.
 - (1) Unless otherwise provided, the transfer, surrender, forfeiture or revocation of a license shall not affect the ~~licensee's~~ caregiver's responsibility for paying any civil penalties that accrued while the license was in effect.
- (b) The Department shall have the authority to deny or revoke any license for failure to pay civil penalty assessments.
 - (1) The Department shall have the authority to approve payment arrangements acceptable to the Department.
 - (2) The Department shall have the authority to approve the form of payment.
 - (3) The ~~licensee's~~ caregiver's failure to pay civil penalty assessments pursuant to a payment plan approved by the Department may result in the denial or revocation of any license, and/or any other appropriate action.
- (c) Any denial or revocation of the license for failure to pay civil penalties may be appealed as provided by Health and Safety Code ~~S~~section 1551.

Authority cited: Sections ~~1522~~, 1530 and 1548, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1531, 1534, 1548, and 1551, Health and Safety Code.

Amend Section 89256 to read:

Post-Hearing: Amend Section 89256 (Title) and 89256(a) to read:

89256 UNLICENSED ~~FACILITY~~ HOME ADMINISTRATIVE APPEAL

89256

- (a) An unlicensed ~~facility~~ home operator or his/her representative shall have the right to appeal the penalty assessment to the licensing agency within 10 working days of the mailing of the penalty assessment.
 - (1) If ~~the~~ unlicensed ~~facility~~ operation has not ceased, the \$200 per day penalty shall continue to accrue during the appeal process.
- (b) The appeal review shall be conducted by a higher level staff person at the licensing agency than the ~~evaluator~~ staff person at the licensing agency who issued the penalty.
- (c) If the ~~reviewer of~~ higher level staff person at the licensing agency who reviews the appeal determines that the penalty assessment was not issued in accordance with applicable statutes and regulations of the Department, he/ or she shall have the authority to amend or dismiss the penalty assessment.

Authority cited: Sections 1530, 1530.5, and 1547, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1503.5, 1508, 1531, 1536.1, 1540, 1541, 1541.1, and 1547, Health and Safety Code.

Repeal Section 89261:

89261 REPORTING PROCEDURES

89261

- (a) ~~Upon the occurrence, during the operation of the home, of any of the events specified in Section 89361 (a), a report shall be made to the licensing agency within the agency's next working day during its normal business hours. A written report containing the information specified in Section 89361(b), shall be submitted to the licensing agency within seven days following the occurrence of such event.~~

Authority cited: Sections 1530, 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507, 1530.6, 1531, 1538, 1550.5, and 1557.5, Health and Safety Code.

Amend Section 89286 to read:

89286 ALTERATIONS TO EXISTING FOSTER FAMILY HOMES

89286

- (a) The licensing agency shall have the authority to require that the caregiver have a building inspection by a local building inspector if the agency suspects that a hazard to health and safety exists.

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- ~~(b) Prior to construction or alterations, state and local law requires that the caregiver shall secure a building permit.~~

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Authority cited: Sections 1530 and 1530.5, Health and Safety Code; and Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~1525.5~~, and 1531, Health and Safety Code.

Amend Article 3 and Section 89317 to read:
Post-Hearing: Amend Article 3 (Title) to read:

Article 3. ~~LICENSE/APPROVAL STANDARDS~~
CORE REQUIREMENTS FOR CAREGIVERS, RELATIVES, AND
NONRELATIVE EXTENDED FAMILY MEMBERS

89317 NONDISCRIMINATION OF APPLICANTS

89317

- (a) Any adult shall be permitted to apply for a license or approval regardless of age, sex, race, religion, color, political affiliation, national origin, disability, marital status, actual or perceived sexual orientation, gender identity, HIV status, or ancestry.

Authority cited: ~~Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001);~~
Sections 1530, and 1530.5, Health and Safety Code.

Reference: Section 51, Civil Code; ~~Sections 1501, 1501.1, 1507, 1507.2, 1507.5, 1520,~~
~~1525.3, 1526.5, 1531, and 1562,~~ Health and Safety Code; Section 16013,
Welfare and Institutions Code.

Amend Section 89318 to read:

Post-Hearing: Amend Section 89318(a)(5) and Handbook Section 89318(b) to read:

89318 APPLICANT QUALIFICATIONS

89318

- (a) An applicant shall have the ~~following qualifications~~ knowledge, ability, and willingness to comply with the applicable laws and regulations and:
- (1) ~~Ability to p~~Provide care and supervision appropriate to ~~the type of children to be served a "child,"~~ including ability to communicate communicating with the children- "child,"
 - (2) ~~Knowledge of and ability to comply with the applicable laws and regulations.~~
 - (32) ~~Ability to m~~Maintain, or supervise the maintenance of, ~~financial and other all~~ records that pertain to a "child" as specified in Section 89226, Safeguards for Cash Resources, Personal Property, and Valuables, and Section 89370, Children's Records,
 - (43) ~~Ability to d~~Direct the work of others in providing care when applicable.,
 - (4) Apply the reasonable and prudent parent standard as specified in Welfare and Institutions Code sections 362.04, 362.05, 727, and Section 89377, Reasonable and Prudent Parent Standard,
 - (5) Promote a normal, healthy, balanced, and supported childhood experience and treat a "child" as part of the family, to the extent possible,
 - (6) Prepare a "child" for adulthood, and
 - (7) Attend training and professional development.
- (b) An applicant for a foster family home license shall complete an orientation provided by the licensing/ or approval agency.

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Welfare and Institutions Code section 362.04 provides in part:

"(a) For purposes of this section:

- (1) "Caregiver" means any licensed or certified foster parent, approved relative caregiver, or approved nonrelative extended family member.
- (2) "Reasonable and prudent parent" or "reasonable and prudent parent standard" means the standard characterized by careful and sensible parental decisions that maintain the child's health, safety, and best interest."

Welfare and Institutions Code section 362.05 provides in part:

"(a) Every child adjudged a dependent child of the juvenile court shall be entitled to participate in age-appropriate extracurricular, enrichment, and social activities. No state or local regulation or policy may prevent or create barriers to participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to dependent children have policies consistent with this section and that those agencies promote and protect the ability of dependent children to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity in consideration of the child's age, maturity, and developmental level."

Welfare and Institutions Code section 727 provides in part:

"(4)(A) Every child adjudged a ward of the juvenile court who is residing in a placement as defined in paragraphs (1) to (3), inclusive, shall be entitled to participate in age-appropriate extracurricular, enrichment, and social activities. No state or local regulation or policy may prevent, or create barriers to, participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to wards have policies consistent with this section and that those agencies promote and protect the ability of wards to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity taking into consideration the child's age, maturity, and developmental level."

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Authority cited: Sections 1530 and 1530.5, Health and Safety Code; ~~and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).~~

Reference: Sections 1501, 1501.1, 1507, 1507.2, 1507.5, 1520, 1525.3, ~~1526.5, 1529.1, 1529.2, 1530.91, 1531, and 1562, Health and Safety Code; and Section 51, Civil Code~~ Sections 362.04, 362.05, and 727, Welfare and Institutions Code.

Amend Section 89319 to read:

Post-Hearing: Amend Section 89319 to read:

89319 CRIMINAL RECORD CLEARANCE REQUIREMENT

89319

All persons subject to criminal record review shall obtain a criminal record clearance from the California Department of Social Services or county as appropriate. Such review will require submission of completed fingerprints pursuant to Health and Safety Code Section 1522. The licensing/ or approval agency will also conduct a search of the Child Abuse Clearance Index and child abuse records. The licensing/ or approval agency may conduct an authorized search of the California Law Enforcement Telecommunications System (CLETS).

Authority cited: Sections 1530, 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1522 and 1522.1, Health and Safety Code.

Amend Section 89323 to read:

Post-Hearing: Amend Section 89323 to read:

89323 EMERGENCY PLAN PROCEDURES

89323

(a) ~~Each~~ The caregiver shall post emergency telephone numbers, in a prominent location.

(1) The caregiver shall discuss and practice emergency situations procedures with children, practice emergency procedures every six months and a "child" as age and developmentally appropriate at time of new placements and every six months.

(2) The caregiver shall ensure that occasional short-term babysitters, as defined in Section 89201, subsection (o)(1), and alternative caregivers as defined in Section 89201, subsection (a)(3), know the location of the emergency numbers.

(A) The caregiver shall review the emergency procedures with the babysitter or alternative caregiver.

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Emergency procedures are actions to be taken by the caregiver, a "child," and other household members in the event of a fire, earthquake, accident or other emergency, including, but not limited to, calling 911 and going to a safe meeting place.

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Authority cited: Sections 1530, and 1530.5, and 1534, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~1501.1~~, 1520 and 1531, Health and Safety Code; and Section 362.04, Welfare and Institutions Code.

Amend Section 89361 to read:

89361 REPORTING REQUIREMENTS

89361

- (a) ~~Each caregiver shall furnish to the licensing/approval agency and the child's authorized representative such reports as required by the Department including but not limited to the following:~~

The caregiver shall report to the licensing or approval agency and the person or agency responsible for placing a "child" when any of the following events occur. This report shall be made by telephone, e-mail, or fax within 24 hours after the event occurs or within the agency's next business day.

- (1) ~~Death of any child from any cause.~~
- (42) Any suspected physical or psychological abuse of any child abuse or neglect, as defined in Penal Code section 11165.6.

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Penal Code section 11165.6 provides:

"As used in this article, the term 'child abuse or neglect' includes physical injury inflicted by other than accidental means upon a child by another person, sexual abuse as defined in Section 11165.1, neglect as defined in Section 11165.2, the willful harming or injuring of a child or the endangering of the person or health of a child, as defined in Section 11165.3, and unlawful corporal punishment or injury as defined in Section 11165.4. 'Child abuse or neglect' does not include a mutual affray between minors. 'Child abuse or neglect' does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer."

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- (23) ~~Any injury to or illness to any of a "child" which that~~ requires emergency medical treatment or hospitalization.
- (34) ~~Any unusual incident or child absence of a "child" which~~ threatens the physical or emotional health or safety of any child in the home.
- (5) Communicable diseases outbreak as reported to the caregiver by a health professional or by the local health authority.
- (6) Poisonings.
- (7) Catastrophes.
- (87) Fires or explosions which occur in or on the premises.

- (8) If the caregiver operates a family day care home as defined in Health and Safety Code section 1596.78.

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Health and Safety Code section 1596.78 provides:

"(a) 'Family day care home' means a home that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family day care home or a small family day care home.

(b) 'Large family day care home' means a home that provides family day care for 7 to 14 children, inclusive, including children under the age of 10 years who reside at the home, as set forth in Section 1597.465 and as defined in regulations.

(c) 'Small family day care home' means a home that provides family day care for eight or fewer children, including children under the age of 10 years who reside at the home, as set forth in Section 1597.44 and as defined in regulations."

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- (f) (9) ~~The caregiver shall report a~~All changes in household composition within ten working days. These changes shall include including, but not be limited to:
- (+) (A) Any additions to the caregiver's family, including when the caregiver becomes guardian or conservator for any child or other person.
- (2) (B) ~~The arrival or departure of any person, other than the children, residing in Any adult moving in or out of the home requires immediate notification and clearance per the requirements of Health and Safety Code Section 1522(b).~~
- (C) Except for a "child" under the jurisdiction of the court and placed by the county, anyone living in the home who reaches their 18th birthday.
- (b) ~~When The caregiver shall submit a written report of such an event is required by to the licensing/ or approval agency, the caregiver and the person or agency responsible for placing a "child" when any of the events specified in subsection (a)(1) through (9) occur and the initial report was made by phone or did not include all of the information required on the written report. This written report shall be submitted, within 7 calendar days, a written report of such after the event occurs, which and includes the following information:~~
- (1) Child's The name, age, sex, and date of admission of the "child."
- (2) Date and nature of event the incident.

- (3) Attending physician's name, findings, and treatment, if any.
- (4) ~~Disposition~~ Current status of the ~~ease~~ incident.
- (c) ~~Any~~ When there is a change in the caregiver's mailing address that does not also include a change in the location of the home, the caregiver shall be reported to notify the licensing/ or approval agency and the person or agency responsible for placing a "child," by telephone, e-mail or fax within 10 working days following the occurrence. ~~change.~~
- (d) When there is a change in the location of the home, the caregiver shall notify the licensing/ or approval agency and the person or agency responsible for placing a "child," by telephone, e-mail, or fax 30 days prior to the move or as soon as the information is available.
- (e) ~~When the caregiver intends to be absent from the home for 48 hours or longer the caregiver shall notify the licensing/approval agency and the child's authorized representative, in writing or by telephone and include the following information:~~
 - (1) ~~Dates of intended absence.~~
 - (2) ~~Whether the child will accompany the caregiver or remain in the home.~~
 - (3) ~~Telephone number where caregiver may be contacted.~~
 - (4) ~~Name, address, telephone number of substitute care provider.~~

Authority cited: Sections 1530, and 1530.5, 1531, Health and Safety Code; ~~and~~ Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507, 1507.2, 1507.5, ~~1520~~, 1530.6, 1531, ~~and~~ 1557.5, and 1596.78, Health and Safety Code; Sections 11165.6, 11165.7, 11165.9, and 11166, Penal Code; Section 361.2(j)(1)(A), Welfare and Institutions Code.

Amend Section 89370 to read:

Post-Hearing: Amend Section 89370(a)(1) and (3), and (b)(1) to read:

89370 CHILDREN'S RECORDS

89370

- (a) For each "child" in the home, the caregiver shall maintain a separate, complete, and current record or file in the home for each child, which that includes a current placement agreement and Needs and Services Plan for each child, the following:

(1) and The name of the "child," birth date, and date of placement in the home;

(2) If provided, a summary of the health and education information and records, including mental health information or records as described in Welfare and Institutions Code section 16010.

(A) The summary may be maintained in the form of a health and education passport as defined in Section 89201, subsection (h)(1), or a comparable format designed by the placing county.

(B) The caregiver shall be responsible for maintaining information and records provided by physicians and educators including, but not limited to, immunization records and any official grade or progress reports.

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Welfare and Institutions Code section 16010 provides in part:

"(a) When a child is placed in foster care, the case plan for each child recommended pursuant to Section 358.1 shall include a summary of the health and education information or records, including mental health information or records, of the child. The summary may be maintained in the form of a health and education passport, or a comparable format designed by the child protective agency. The health and education summary shall include, but not be limited to, the names and addresses of the child's health, dental, and education providers, the child's grade level performance, the child's school record, assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement, a record of the child's immunizations and allergies, the child's known medical problems, the child's current medications, past health problems and hospitalizations, a record of the child's relevant mental health history, the child's known mental health condition and medications, and any other relevant mental health, dental, health, and education information concerning the child determined to be appropriate by the Director of Social Services. If any other provision of law imposes more stringent information requirements, then that section shall prevail."

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- (b) ~~The file should also contain a written consent that authorizes~~

- (3) Written authorization for the caregiver to obtain other ordinary medical and dental care in an emergency if the authorized representative person or agency responsible for placing a "child" cannot be reached.
 - (4) If provided, a written plan identifying the specific needs and services of the "child."
 - (5) If the written plan identifying the specific needs and services of the "child" is not provided at the time of placement, pre-placement information as specified in Section 89468, subsection (b). This information shall be kept on file regardless of whether the written plan is received at a later date.
 - (6) Itemized inventory list of cash resources, personal property, and valuables of a "child" as specified in Section 89226, subsections (a) and (d).
- (eb) All ~~children's~~ records for a "child" shall be available to the Department, licensing/ or approval agency to inspect, audit, and copy upon demand during business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the following requirements:
- (1) The Department, Licensing/ or approval agency representatives shall not remove any current emergency or health-related ~~children's~~ records for a "child" unless the same information is ~~otherwise~~ readily available in another document or format.
 - (2) Prior to removing any records, the Department, a licensing/ or approval agency representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the caregiver.
 - (3) The Department, Licensing/ or approval agency representatives shall return the records to the home undamaged and in good order within three business days following the date the records were removed.
- (dc) All information and records ~~obtained from or~~ regarding ~~children~~ a "child" shall be confidential except as otherwise authorized by law.

Authority cited: Sections 1530, Health and Safety Code; Section 16001.9, Welfare and Institutions Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~1520, 1530.5~~, 1531, and 1557.5, Health and Safety Code; Sections 361.2(j)(1)(A) and 16010, Welfare and Institutions Code.

Amend Section 89372 to read:

Post-Hearing: Amend Section 89372(a)(3) to read:

89372 PERSONAL RIGHTS

89372

- (a) The caregiver shall ensure that each "child" is accorded the personal rights specified in this section Welfare and Institutions Code section 16001.9. In addition, the caregiver shall ensure that each "child" is accorded the following personal rights:
- (b) ~~Each child, and his/her authorized representative, shall be personally advised, and given at admission a copy, of the rights specified in (c) below.~~
- (c) ~~Each child shall have personal rights which include but are not limited to the following:~~
 - (1) ~~To be accorded safe, healthful and comfortable home accommodations, furnishings and equipment that are appropriate to his/her needs.~~
 - (A) ~~To have storage space for his/her private use.~~
 - (2) ~~To be treated with respect and to be free from physical, sexual, emotional or other abuse.~~
 - (3) ~~To have fair and equal access to all available services, placement, care, treatment, and benefits, and to be treated with respect and to be free from discrimination, intimidation or harassment based on sex, actual or perceived race, color, religion, ancestry, national origin, mental or physical disability, medical condition, ethnic group identification, gender identity, HIV status, or sexual orientation or perception of having one or more of these characteristics.~~
 - (4) ~~To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature including but not limited to interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, or aids to physical functioning.~~
 - (5) ~~To receive adequate and healthy food.~~
 - (6) ~~To be provided with and allowed to possess and use adequate clothing and personal items, in accordance with Section 89372(c)(3), which includes their own:~~
 - (A) To wear his/her own clothes, provided the clothes are age-appropriate as defined in Section 89201, subsection (a)(2), do not violate school standards when worn during school activities, and are in accordance with the gender identity of the "child."

- (B) ~~To possess and use his/her own personal items including~~ Toiletries and personal hygiene products, including enclosed razors used for shaving, as age and developmentally appropriate.
- (C) Belongings, including items that were a gift to the "child."
- (7) ~~To receive an allowance if living in a group home.~~
- (8) ~~To receive necessary medical, dental, vision, and mental health services.~~
- (9) ~~To be free of the administration of medication or chemical substances, unless authorized by a physician and, if required, by court order.~~
- (10) ~~To have social contacts with people outside of the foster care system, such as teachers, church members, mentors and friends, in accordance with Section 89372(e)(3).~~
- (11) ~~To contact family members, unless prohibited by court order.~~
- (12) ~~To visit and contact brothers and sisters, unless prohibited by court order.~~
- (143) Provided the rights of others are not infringed upon, ~~To have visitors, provided the rights of others are not infringed upon. that include:~~
 - (A) ~~Relatives, during waking hours, unless prohibited by court order, or by the child's authorized representative.~~
 - (B) The A~~authorized representative. for the "child."~~
 - (C) ~~Other visitors, unless prohibited by court order or by the child's authorized representative. for the "child."~~
- (15) ~~To contact Community Care Licensing Division of the State Department of Social Services if residing in a licensed home, or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially and to be free from threats or punishments for making complaints.~~
- (A) (4) ~~To be informed and to have his/ or her authorized representative informed, by the caregiver of the provisions of law regarding complaints, including but not limited to the address and telephone number of the complaint, receiving unit of the licensing agency and of information regarding about the confidential registration confidentiality of complaints.~~
- (165) ~~To make and receive confidential telephone calls, and send and receive unopened mail and electronic communication, unless prohibited by court order.~~
 - (A) ~~Reasonable restrictions may be imposed by the social worker/ caregiver, social worker, or probation officer to on calls and correspondence.~~

(CB) Other reasonable restrictions may be imposed. The caregiver may:

1. Request ~~long distance cost~~ reimbursement, for the cost of long distance calls made by the "child," from the "child" or his/ or her authorized representative;
2. ~~Be permitted to d~~Deny the making of long distance calls by the "child" upon verification that previous long distance calls have not been paid;
3. Ensure that telephone use does not infringe upon the rights of others, nor tie up the phone during emergencies; and
4. Restrict the ~~child's~~ telephone use of the "child" as reasonable discipline ~~in compliance with (B) above~~ except as provided in (D) below, and shall be subject to social worker or probation officer review.
5. Restrict Internet usage when appropriate.

(BC) No restrictions shall be applied to ~~those listed in (c)(12) above~~ telephone calls, mail, and electronic communication with relatives, including brothers and sisters, unless prohibited by court order.

(13) (D) No restrictions shall be applied to telephone calls, mail, and electronic communication with ~~To contact~~ social workers, authorized representatives, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASA), and probation officers.

(16)(D)

(6) To have access to letter writing material.

(17) ~~To be free to attend religious services and activities of his/her choice and to have visits from the spiritual advisor of his/her choice.~~

(18) To be accorded the independence appropriate to the ~~child's~~ age, maturity, and capability of the "child" consistent with the ~~child's~~ written plan identifying the specific Needs and Services Plan of the "child" or the Transitional Independent Living Plan (TILP) for the "child," if applicable.

(A) ~~To attend Independent Living Program classes and activities if he/she is 16 or older.~~

(B) ~~To maintain an emancipation bank account.~~

(C) ~~To manage personal income, consistent with his/her age and developmental level.~~

(D) ~~To work and develop job skills at an age appropriate level that is consistent with state law.~~

- (E) ~~To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with his/her age and developmental level, in accordance with Section 89372(e)(3).~~
- (19) ~~To not be locked in any room, building, or family home.~~
- (A) [Renumbered to (b)(1)]
- (208) ~~Not to be restrained or placed in any restraining device other than as specified in Section 89475.2, Postural Supports and Protective Devices. Postural supports may be used if they are approved in advance by the licensing agency as specified in (A) through (F) below.~~
- (A) through (F)2. [Renumbered to Section 89475.2.]
- (21) ~~To be free to attend court hearings and speak to the judge.~~
- (22) ~~To contact his/her placing social worker to review his/her own case plan if he/she is over 12 years of age and to receive information regarding out of home placement and case plan, including being told of changes to the plan.~~
- (239) ~~To be accorded dignity in his/her their personal relationships with other persons in the home.~~
- (A) To be free from unreasonable searches of person.
- (B) ~~To be free from unreasonable searches of personal belongings.~~
- (24) ~~To have all his/her juvenile court records be confidential, consistent with existing law.~~
- (25) ~~At 16 years or older, to have access to existing information regarding available educational options, including, but not limited to, coursework necessary for vocational and postsecondary educational programs, and financial aid information for these programs.~~
- (10) To have private or personal information including, but not limited to, any medical condition or treatment, psychiatric diagnosis or treatment, history of abuse, school reports reflecting poor performance or behavior, and information relating to the biological family of the "child," maintained in confidence.
- (A) The caregiver shall disclose information about the "child" to the biological family, Juvenile Court, the minor's social worker, placement worker, probation officer, physician, psychiatrist, CASA, attorney, authorized representative, and licensing or approval agency, unless such disclosure is prohibited by court order.

- (B) As needed to ensure appropriate care, supervision, or education of the "child," the caregiver shall disclose information to respite care providers, occasional short-term babysitters, alternative caregivers, school officials, and other persons, unless such disclosure is prohibited by court order.

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Welfare and Institutions Code section 16001.9, subsection (a) provides in part:

"(a) It is the policy of the state that all children in foster care shall have the following rights:

- (1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
- (2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
- (3) To receive adequate and healthy food, adequate clothing.
- (4) To receive medical, dental, vision, and mental health services.
- (5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
- (6) To contact family members, unless prohibited by court order, and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASA), and probation officers.
- (7) To visit and contact brothers and sisters, unless prohibited by court order.
- (8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.
- (9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
- (10) To attend religious services and activities of his or her choice.
- (11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
- (12) To not be locked in any room, building, or facility premises, unless placed in a community treatment facility.
- (13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level.

- (14) To work and develop job skills at an age-appropriate level, consistent with state law.
- (15) To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- (16) To attend Independent Living Program classes and activities if he or she meets age requirements.
- (17) To attend court hearings and speak to the judge.
- (18) To have storage space for private use.
- (19) To be involved in the development of his or her own case plan and plan for permanent placement.
- (20) To review his or her own case plan and plan for permanent placement if he or she is 12 years of age or older and in a permanent placement, and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.
- (21) To be free from unreasonable searches of personal belongings.
- (22) To confidentiality of all juvenile court records consistent with existing law.
- (23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- (24) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education."

Welfare and Institutions Code section 369.5 provides:

"(a) If a child is adjudged a dependent child of the court under Section 300 and the child has been removed from the physical custody of the parent under Section 361, only a juvenile court judicial officer shall have authority to make orders regarding the administration of psychotropic medications for that child. The juvenile court may issue a specific order delegating this authority to a parent upon making findings on the record that the parent poses no danger to the child and has the capacity to authorize psychotropic medications. Court authorization for the administration of psychotropic medication shall be based on a request from a physician, indicating the reasons for the request, a description of the child's diagnosis and behavior, the expected results of the medication, and a description of any side effects of the medication..."

"(d) Psychotropic medication or psychotropic drugs are those medications administered for the purpose of affecting the central nervous system to treat psychiatric disorders or illnesses. These medications include, but are not limited to, anxiolytic agents, antidepressants, mood stabilizers, antipsychotic medications, anti-Parkinson agents, hypnotics, medications for dementia, and psychostimulants."

"(e) Nothing in this section is intended to supersede local court rules regarding a minor's right to participate in mental health decisions."

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(b) In ensuring the rights of a "child," the caregiver is not required to take any action that would impair the health and safety of a "child" or household members.

(e)(19)(A)

(1) ~~The e~~Caregivers shall ~~are~~ not ~~be~~ prohibited by this provision from locking exterior doors and windows or from establishing house rules for the protection of ~~the children~~ a "child" or household members so long as ~~the children~~ a "child" can exit from the home.

(c) At the time of placement, the caregiver shall ensure a "child" is verbally notified, in an age and developmentally appropriate manner, of the rights specified in this section and provided with a written copy of these rights and information regarding agencies a "child" may contact concerning violations of these rights and other complaints.

Authority cited: Sections 1530, 1530.5, and 1531, Health and Safety Code; Section 16001.9, Welfare and Institutions Code; Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: California Constitution, Article 1, Section 13; Sections 1501, 1501.1, 1520, 1530.91, and 1531, Health and Safety Code; Sections 361.2(j) - (j)(2), 369.5, 727(a)(3), 827, and 16001.9, Welfare and Institutions Code; and Section 51 (Unruh Civil Rights Act), Civil Code; Section 12921; (California Fair Employment and Housing Act), Government Code.

Amend Section 89373 to read:

89373 TELEPHONES

89373

~~All foster family homes shall have t~~Telephone service shall be readily accessible in the home at all times, unless alternative telephone access is approved and documented by the licensing or approval agency using a Documented Alternative Plan (LIC 974) as defined in Section 89201, subsection (d)(5).

Authority cited: Sections 1530, and 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1520, ~~1524.7~~, and 1531, Health and Safety Code; Section 361.2(j)(1)(A), Welfare and Institutions Code.

Amend Section 89374 to read:

Post-Hearing: Amend Section 89374(c) to read:

89374 TRANSPORTATION

89374

- (a) ~~The caregiver shall ensure that all transportation provided for children in their care is provided in persons who transport a "child" use vehicles that are in safe operating condition and that the drivers comply with all applicable laws.~~
- (1) The caregiver and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.
- (b) The caregiver shall not allow a "child" to be transported by a person the caregiver knows or reasonably should know does not have a valid California or other state driver's license.
- (c) Unless other arrangements are specified in the written plan identifying the specific needs and services of a "child" or included in the written placement agreement between the caregiver and the placing agency, the caregiver shall ensure transportation is provided for the following situations:
- (1) Medical appointments,
- (2) School, and
- (3) Extracurricular, enrichment and social activities, provided the transportation to these activities is reasonable.

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When determining if the transportation to an activity for a "child" is reasonable, the caregiver may consider the location, frequency, cost for transportation, and time necessary to provide transportation

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Authority cited: Sections 1530 and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1531, and 118948, Health and Safety Code; Section 362.05, Welfare and Institutions Code.

Amend Section 89376 to read:

Post-Hearing: Amend Section 89376(a), (b), and (c) to read:

89376 FOOD SERVICE

89376

- (a) The caregiver shall provide or ensure at least three nutritious meals per day, have between-meal snacks available, and provide food as necessary, to and meet any special dietary needs documented in the ~~child's Needs and Services Plan~~ written plan identifying the specific needs and services of the "child," unless the physician of a "child" advises otherwise.
- (1) The quantity and quality of food available to household members shall be equally available to a "child."
- (b) ~~Whenever children in placement eat at the home, they will have their meals with family members in a family setting~~ A "child" shall be invited to participate in all household meals.
- (c) ~~Infants under seven months~~ An infant who is unable to hold a bottle shall be held during bottle-feeding. At no time shall a bottle be propped for an infant. A bottle given to an infant able to hold his or her own bottle shall be unbreakable.
- (d) The caregiver may encourage a "child," as age and developmentally appropriate, to learn meal preparation, but shall not require a "child" to prepare meals.
- (1) A "child" may use kitchen knives and appliances to learn meal preparation.

Authority cited: Sections 1530, and 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~1501.1, 1520, and~~ 1530, and 1531, Health and Safety Code; Sections 361.2(j) - (j)(2) and 362.05, Welfare and Institutions Code.

Adopt Section 89377 to read:

Post-Hearing: Amend Handbook Section 89377(a) and Section 89377(d) to read:

89377 REASONABLE AND PRUDENT PARENT STANDARD

89377

- (a) The caregiver shall be responsible for applying the Reasonable and Prudent Parent Standard as defined in Welfare and Institutions Code section 362.04 and specified in sections 362.05 and 727.

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The Reasonable and Prudent Parent Standard is intended to assist caregivers in normalizing the life of a "child."

Welfare and Institutions Code section 362.04 provides in part:

"(a) For purposes of this section:

(1) 'Caregiver' means any licensed or certified foster parent, approved relative caregiver, or approved nonrelative extended family member.

(2) 'Reasonable and prudent parent' or 'reasonable and prudent parent standard' means the standard characterized by careful and sensible parental decisions that maintain the child's health, safety, and best interest...."

Welfare and Institutions Code section 362.05 provides in part:

"(a) Every child adjudged a dependent child of the juvenile court shall be entitled to participate in age-appropriate extracurricular, enrichment, and social activities. No state or local regulation or policy may prevent or create barriers to participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to dependent children have policies consistent with this section and that those agencies promote and protect the ability of dependent children to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity in consideration of the child's age, maturity, and developmental level."

Welfare and Institutions Code section 727 provides in part:

"(4)(A) Every child adjudged a ward of the juvenile court who is residing in a placement as defined in paragraphs (1) to (3), inclusive, shall be entitled to participate in age-

appropriate extracurricular, enrichment, and social activities. No state or local regulation or policy may prevent, or create barriers to, participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to wards have policies consistent with this section and that those agencies promote and protect the ability of wards to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity taking into consideration the child's age, maturity, and developmental level."

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- (b) Application of the reasonable and prudent parent standard shall not result in the denial of the rights of a "child" as specified in Welfare and Institutions Code section 16001.9, or contradict court orders or the written plan identifying the specific needs and services of the "child."
- (c) In applying the reasonable and prudent parent standard, the caregiver shall consider:

 - (1) The age, maturity, and developmental level of a "child,"
 - (2) The nature and inherent risks of harm, and
 - (3) The best interest of a "child" based on information known by the caregiver.

HANDBOOK BEGINS HERE

The caregiver should consider information provided or known about a "child" when determining the best interest of the "child." This information includes the history, behavioral tendencies, mental and physical health, medications, abilities and limitations, developmental level of, and court orders for, the "child." The social worker, physician, counselor, and educator of a "child" are valuable resources for obtaining this information.

HANDBOOK ENDS HERE

- (d) If the foster family home has dual licensure as a family child care home, the caregiver shall not use the reasonable and prudent parent standard as specified in subsections (a) through (c) to make decisions for children in the family day care.

HANDBOOK BEGINS HERE

A Reasonable and Prudent Parent Standard decision is referenced in the following sections:

- (1) Applicant Qualifications, Section 89318, subsection (a)(4).
- (2) Responsibility for Providing Care and Supervision, Section 89378, subsections (a)(1)(A), (a)(1)(A)3.a., (a)(1)(B), (a)(1)(D), (a)(1)(F), and (b).
- (3) Activities, Section 89379, subsection (b).
- (4) Buildings and Grounds, Section 89387, subsection (d)(1).
- (5) Storage Space, Section 89387.2, subsections (b)(1) through (3).
- (6) Admission Procedures, Section 89468, subsection (b) handbook.

HANDBOOK ENDS HERE

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 1531, Health and Safety Code; Sections 362.04, 362.05, and 727, Welfare and Institutions Code.

Amend Section 89378 to read:

Post-Hearing: Amend Section 89378(a)(1)(A)4.; (a)(1)(B)2.a.i.; (a)(1)(B)4.b, d. and e.; (a)(1)(D)1. and 2.a.; (c); and (d) to read:

89378 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION 89378

(a) ~~The caregiver shall provide care and supervision as necessary to meet each child's needs, and shall be available at all times unless documented in the child's Needs and Services Plan, placement agreement, or Transitional Independent Living Plan (TILP) or agreed to in advance by the licensing agency the needs of a "child."~~ At a minimum, the caregiver shall provide those services as specified in the written plan identifying the specific needs and services of the "child," placement agreement, and Transitional Independent Living Plan (TILP) if applicable.

(b) ~~The caregiver shall provide those services as identified in each child's Needs and Services Plan and Transitional Independent Living Plan (TILP) if applicable.~~

(1) The caregiver may arrange for other care and supervision as follows:

(A) Occasional Short-term Babysitter.

1. If the caregiver anticipates being absent from the home for no more than 24 hours at a time, on an occasional basis, the caregiver is permitted to arrange for an occasional short-term babysitter to provide care and supervision to a "child."

2. The caregiver shall apply the reasonable and prudent parent standard specified in Welfare and Institutions Code section 362.04 and Section 89377, Reasonable and Prudent Parent Standard, in determining and selecting appropriate babysitters for occasional short-term use.

3. An occasional short-term babysitter may be under 18 years of age, but shall have the maturity, experience, and ability necessary to provide adequate care and supervision to a "child."

a. A "child" may act as an occasional short-term babysitter, however the caregiver shall apply the reasonable and prudent parent standard as specified in Section 89377, Reasonable and Prudent Parent Standard, to determine whether that is appropriate. Under no circumstances shall a "child" be required to babysit.

4. When a "child" is in the care of an occasional short-term babysitter, the caregiver shall ensure that the babysitter knows how to contact the caregiver in case of an emergency.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 362.04 provides:

...

"(a)... (1) "Caregiver" means any licensed or certified foster parent, approved relative caregiver, or approved nonrelative extended family member.

(2) "Reasonable and prudent parent" or "reasonable and prudent parent standard" means the standard characterized by careful and sensible parental decisions that maintain the child's health, safety, and best interest.

(3) "Short-term" means no more than 24 consecutive hours.

(b) Every caregiver may arrange for occasional short-term babysitting of their foster child and allow individuals to supervise the foster child for the purposes set forth in Section 362.05, or on occasions, including, but not limited to, when the foster parent has a medical or other health care appointment, grocery or other shopping, personal grooming appointments, special occasions for the foster parents, foster parent training classes, school-related meetings (such as parent-teacher conferences), business meetings, adult social gatherings, or an occasional evening out by the foster parent.

(c) Caregivers shall use a reasonable and prudent parent standard in determining and selecting appropriate babysitters for occasional short-term use.

(d) The caregiver shall endeavor to provide the babysitter with the following information before leaving the child for purposes of short-term care:

(1) Information about the child's emotional, behavioral, medical or physical conditions, if any, necessary to provide care for the child during the time the foster child is being supervised by the babysitter.

(2) Any medication that should be administered to the foster child during the time the foster child is being supervised by the babysitter.

(3) Emergency contact information that is valid during the time the foster child is being supervised by the babysitter.

(e) Babysitters selected by the caregiver to provide occasional short-term care to a foster child under the provisions of this section shall be

exempt from any department regulation requiring health screening or cardiopulmonary resuscitation certification or training."

...

HANDBOOK ENDS HERE

(B) Alternative Caregiver.

1. If the caregiver anticipates being absent from the home for longer than 24 hours, on an occasional basis, the caregiver is permitted to arrange for an alternative caregiver to provide care and supervision to a "child" unless prohibited by the social worker, probation officer, court order, or the licensing or approval agency.
2. The caregiver shall apply the reasonable and prudent parent standard specified in Welfare and Institutions Code section 362.04 and Section 89377, Reasonable and Prudent Parent Standard, in determining and selecting appropriate alternative caregivers.
 - a. At a minimum, the alternative caregiver shall meet the following requirements:
 - i. Is 18 years of age or older.
 - ii. Have a criminal record clearance and a child abuse central index clearance as specified in Welfare and Institutions Code section 1522 and Section 89319, Criminal Record Clearance Requirement.
 - iii. Have the willingness and ability to and shall comply with applicable statutes and regulations.
 - iv. Have the willingness and ability to provide care and supervision to a "child", taking into consideration the age, maturity, behavioral tendencies, mental and physical health, medications abilities and limitations, developmental level of, and court orders for a "child."
3. The care and supervision during the caregiver's absence shall occur in the caregiver's home.
4. The caregiver shall provide the alternative caregiver with the following information before leaving the home:
 - a. Information about the emotional, behavioral, medical or physical conditions of a "child," if any.

- b. Any medication that should be administered to a "child" during the time the "child" is being supervised by the alternative caregiver, consistent with physician's instructions, when available.
 - c. The name and telephone number of the social worker for a "child" and the caregiver's emergency contact information.
- 5. The caregiver shall provide verbal or written notification to the social worker or probation officer for a "child" prior to the caregiver's absence from the home. Notification shall include:
 - a. The dates the caregiver plans to be absent from the home.
 - b. The name of the alternative caregiver.
 - c. An emergency number where the caregiver may be reached in their absence.
- 6. The caregiver shall receive prior approval from the social worker or probation officer for a "child" for any absence that exceeds 72 hours.

HANDBOOK BEGINS HERE

Providing care and supervision through the use of an alternative caregiver is intended to prevent the removal of a "child" from the home and allow them to remain in the home, thus creating stability and normalization during those infrequent instances where the caregiver will be absent from the home longer than 24 hours.

HANDBOOK ENDS HERE

(C) Respite Care.

- 1. The caregiver may use respite care as defined in Welfare and Institutions Code section 16501, subsection (b) and Division 31 Manual of Policies and Procedures Section 31-002, subsection (r).
 - a. Respite care shall not exceed 72 hours per session as specified in Welfare and Institutions Code section 16501, subsection (b) and Division 31 Manual of Policies and Procedures Section 31-002, subsection (r).
- 2. Respite care shall be provided by a licensed, approved or certified caregiver.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 16501, subsection (b) provides:

"(b) As used in this chapter, "respite care" means temporary care for periods not to exceed 72 hours. This care may be provided to the child's parents or guardians. This care shall not be limited by regulation to care over 24 hours. These services shall not be provided for the purpose of routine, ongoing child care."

Division 31, Manual of Policies and Procedures Manual Section 31-002, subsection (r)(6) provides:

"(r)(6) "Respite care" means the provision of prearranged child care when a parent(s)/guardian(s) or foster parent(s) is absent or incapacitated, and a determination has been made that temporary in-home or out-of-home care is in the child's best interest. Respite care services are offered as part of a case plan to allow a temporary respite of parental duties, so that a parent(s)/guardian(s) or foster parent(s) is able to fulfill other responsibilities necessary to improve or maintain the parenting function. Respite care services do not exceed 72 hours per session. These services are not provided for the purpose of routine, on-going child day care."

HANDBOOK ENDS HERE

(D) Leaving a "child" alone without adult supervision.

1. If the caregiver anticipates being absent from the home on an occasional basis, the caregiver is permitted to leave a "child" alone without adult supervision, but shall not leave a "child" unsupervised overnight.
2. The caregiver shall apply the reasonable and prudent parent standard as set forth in Section 89377, Reasonable and Prudent Parent Standard, to determine the appropriateness of leaving a "child" alone without adult supervision.
 - a. Before leaving a "child" alone, the caregiver shall ensure the following:
 - i. A "child" knows where the emergency numbers are posted.
 - ii. A "child" knows emergency procedures.
 - iii. A "child" knows where and how to contact the caregiver.

- (E) Licensed child care facility as defined in Health and Safety Code section 1596.750.

HANDBOOK BEGINS HERE

Health and Safety Code section 1596.750 provides:

"Child day care facility" means a facility that provides nonmedical care to children under 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. Child day care facility includes day care centers, employer-sponsored child care centers, and family day care homes."

HANDBOOK ENDS HERE

- (F) The participation of a "child" in extracurricular, enrichment, and social activities, as specified in Welfare and Institutions Code section 362.05, provided the caregiver has applied the reasonable and prudent parent standard as set forth in Welfare and Institutions Code section 362.04 and Section 89377, Reasonable and Prudent Parent Standard.
- (b) If the caregiver chooses to leave a "child" in a parked vehicle, consistent with the requirements of Vehicle Code section 15620, the caregiver shall apply the reasonable and prudent parent standard as specified in Section 89377, Reasonable and Prudent Parent Standard, to determine the appropriateness of leaving any "child" in a parked vehicle.
- (1) If the foster family home has dual licensure as a family child care home, the caregiver shall not leave a day care child alone in a vehicle as specified in Title 22, California Code of Regulations Division 12, Section 102417, subsection (k).

HANDBOOK BEGINS HERE

Vehicle Code section 15620 provides in part:

"(a) A parent, legal guardian, or other person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older, under either of the following circumstances:

- (1) Where there are conditions that present a significant risk to the child's health or safety.
- (2) When the vehicle's engine is running or the vehicle's keys are in the ignition, or both..."

HANDBOOK ENDS HERE

- (c) The caregiver is responsible for ensuring care and supervision of the child(ren) of any minor ~~parent in placement~~ parent placed in the home.

(d)(1)

- (1) Direct care and supervision of the child(ren) of a minor parent is to be provided during the hours that the minor parent is unavailable or unable to provide such care and supervision.
- (2) If the home is a Whole Family Foster Home as defined in Welfare and Institutions Code section 11400, subsection (t), the caregiver shall work with the minor parent and a representative from the county child welfare agency or probation department to develop a shared responsibility plan as set forth in Welfare and Institutions Code sections 11465, subsection (d)(3) and 16501.25, subsection (b).

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 11400, subsection (t) provides:

"...(t) 'Whole family foster home' means a new or existing family home, approved relative caregiver or nonrelative extended family member's home, the home of a nonrelated legal guardian whose guardianship was established pursuant to Section 366.26 or 360, certified family home that provides foster care for a minor parent and his or her child, and is specifically recruited and trained to assist the minor parent in developing the skills necessary to provide a safe, stable, and permanent home for his or her child. The child of the minor parent need not be the subject of a petition filed pursuant to Section 300 to qualify for placement in a whole family foster home."

Welfare and Institutions Code section 11465, subsection (d)(3) provides:

"... (d)(3) The caregiver shall provide the county child welfare agency or probation department with a copy of the shared responsibility plan developed pursuant to Section 16501.25 and shall advise the county child welfare agency or probation department of any subsequent changes to the plan..."

Welfare and Institutions Code section 16501.25 provides:

"... (b)(2) The plan shall be designed to preserve and strengthen the teen parent family unit, as described in Section 16002.5, to assist the teen parent in meeting the goals outlined in Section 16002.5, to facilitate a supportive home environment for the teen parent and the child, and to ultimately enable the teen parent to independently provide a safe, stable, and permanent home for the child. The plan shall in no way limit the teen parent's legal right to make decisions regarding the care, custody, and control of the child.

(3) The plan shall be written for the express purpose of aiding the teen parent and the caregiver to reach agreements aimed at reducing conflict and misunderstandings. The plan shall outline, with as much specificity as is practicable, the duties, rights, and responsibilities of both the teen parent and the caregiver with regard to the child, and

identify supportive services to be offered to the teen parent by the caregiver or, in the case of a certified home, the agency providing direct and immediate supervision to the caregiver, or both. The plan shall be updated, as needed, to account for the changing needs of infants and toddlers, and in accordance with the teen parent's changing school, employment, or other outside responsibilities. The plan shall not conflict with the teen parent's case plan. Areas to be addressed by the plan include, but are not limited to, all of the following:

(A) Feeding.

(B) Clothing.

(C) Hygiene.

(D) Purchase of necessary items, including, but not limited to, safety items, food, clothing, and developmentally appropriate toys and books. This includes both one-time purchases and items needed on an ongoing basis.

(E) Health care.

(F) Transportation to health care appointments, child care, and school, as appropriate.

(G) Provision of child care and babysitting.

(H) Discipline.

(I) Sleeping arrangements.

(J) Visits among the child, his or her noncustodial parent, and other appropriate family members, including the responsibilities of the teen parent, the caregiver, and the foster family agency, as appropriate, for facilitating the visitation. The shared responsibility plan shall not conflict with the teen parent's case plan and any visitation orders made by the court.

(c) Upon completion of the shared responsibility plan and any subsequent updates to the plan, a copy shall be provided to the teen parent and his or her attorney, the caregiver, the county child welfare agency or probation department and, in the case of a certified home, the agency providing direct and immediate supervision to the caregiver."

HANDBOOK ENDS HERE

- (d) Unless restricted by the case plan adopted by the court or other court order, the caregiver shall permit and facilitate connections between ~~the foster a "child"~~ and ~~the foster a~~ child's family and non-relative extended family members. Nothing in this section shall be interpreted to require a ~~foster care provider~~ caregiver to take any action that would impair the health and safety of ~~children in out-of-home placement.~~ a "child."

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill AB 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1507.25, ~~4520~~, 1522, 1530.6, 1531, and 1559.110, and 1596.750, Health and Safety Code; ~~Section 677, Title 42 United States Code~~ USC Section 677 of the Social Security Act; Sections 362.04, 362.05, 366.1, 366.21, 11400(t), 11465, and 16001.9, 16002.5, 16501(b), and 16501.25, Welfare and Institutions Code; Section 15620, Vehicle Code.

Amend Section 89379 to read:

89379 ACTIVITIES

89379

- (a) ~~The caregiver shall provide opportunity for, and participation in, group sports, leisure time, family, special school, and daily living skill activities. A "child" shall be entitled to participate in age and developmentally appropriate extracurricular, enrichment, and social activities.~~

HANDBOOK BEGINS HERE

Extracurricular, enrichment, and social activities may include, but are not limited to, the following:

- (1) Sports.
- (2) School activities such as band, dances, and field trips.
- (3) Leisure time such as bike riding, socializing with friends, shopping and going to the movies.
- (4) 4-H activities.
- (5) Scouting.
- (6) Sleepover with friends.
- (7) Babysitting.
- (8) Having visitors in the home.
- (9) Use of computer equipment.
 - (A) Computer equipment made available to other children in the household should also be available to a "child" of similar age and maturity.
 - (B) The caregiver is not required to incur a cost to provide computer availability.
- (10) Use of a cell phone.
 - (A) Unless prohibited by court order or the person or agency responsible for placing the "child," a "child" may possess a cell phone.
 - (B) The caregiver may place reasonable limitations on cell phone use as specified in Section 89377, Reasonable and Prudent Parent Standard.

- (C) The caregiver is not required to purchase a cell phone for a "child" or to pay for cell phone service.

(11) Access to information regarding obtaining a California Driver's License.

HANDBOOK ENDS HERE

- (b) ~~The caregiver shall ensure direct care and supervision is provided to meet the child's needs during participation in those activities that are sponsored by third parties, except that school-sponsored activities shall be presumed to provide adequate care and supervision.~~

HANDBOOK BEGINS HERE

~~When a caregiver is determining whether a sponsor, other than a school, is providing adequate care and supervision, the caregiver should consider who the sponsor is and what supervision and safeguards are in place.~~

HANDBOOK ENDS HERE

- (b) The caregiver shall promote participation by a "child" in extracurricular, enrichment, and social activities as specified in Welfare and Institutions Code sections 362.05 and 727 and apply the reasonable and prudent parent standard as specified in Section 89377, Reasonable and Prudent Parent Standard.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 362.05 provides in part:

"(a) Every child adjudged a dependent child of the juvenile court shall be entitled to participate in age-appropriate extracurricular, enrichment, and social activities. No state or local regulation or policy may prevent or create barriers to participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to dependent children have policies consistent with this section and that those agencies promote and protect the ability of dependent children to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity in consideration of the child's age, maturity, and developmental level."

Welfare and Institutions Code section 727 provides in part:

"(4) (A) Every child adjudged a ward of the juvenile court who is residing in a placement as defined in paragraphs (1) to (3), inclusive, shall be entitled to participate in age-appropriate extracurricular, enrichment, and social activities. No state or local regulation

or policy may prevent, or create barriers to, participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to wards have policies consistent with this section and that those agencies promote and protect the ability of wards to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity taking into consideration the child's age, maturity, and developmental level."

HANDBOOK ENDS HERE

- (c) For ~~children~~ a "child" age 16 years of age or older, the caregiver shall allow access to existing information regarding available vocational and postsecondary educational options as specified in Welfare and Institutions Code Section 89372(e)(25) 16001.9, subsection (a)(24) and emancipation programs. The information may include, but is not limited to, any of the following:
- (1) Admission criteria for universities, community colleges, trade or vocational schools and financial aid information for these schools.
 - (2) Informational brochures on postsecondary or vocational schools/programs.
 - (3) Campus tours.
 - (4) Internet research on postsecondary or vocational schools/programs, sources of financial aid, independent living skills program offerings, and other local resources to assist youth.
 - (5) School sponsored events promoting postsecondary or vocational schools/ or programs.
 - (6) Financial aid information, including information about federal, state and school-specific aid, state and school-specific scholarships, grants and loans, as well as aid available specifically to a current or former foster youth "child" and contact information for the Student Aid Commission.
 - (7) Requirements for participation in Transitional Housing Program (THP)-Plus.

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1530.6, ~~and~~ 1531, and 1559.110(c), (d), and (e), Health and Safety Code; Sections 362.04, 362.05, 727, 11403.2(a)(2), 16001.9, and 16522(b) and (d), Welfare and Institutions Code.

Amend Section 89387 to read:

Post-Hearing: Amend Section 89387(a)(3)(B), (a)(9), (a)(9)(E), (a)(11), (d)(1) (Handbook), (d)(2)(C), (d)(2)(D)1., (f), (i), (o), and (p) to read:

89387 BUILDINGS AND GROUNDS

89387

- (a) The caregiver shall provide bedrooms in the home which shall meet, at a minimum, the following requirements unless a ~~d~~Documented ~~a~~Alternative ~~p~~Plan (LIC 973) is approved.
- (1) No more than two children shall share a bedroom.
- (2) Children of the opposite sex shall not share a bedroom unless each child is under five years of age.
- (A) A minor parent may share a bedroom with the minor parent's child of the opposite sex.
- (B) Nothing in this section shall preclude a caregiver from requesting a Documented Alternative Plan (LIC 973) permitting a "child" to be in a bedroom based on their gender identity.
- (83) Except for infants, children shall not share a bedroom with an adult.
- (A) In bedrooms shared by an adults and infants, no more than two infants and ~~no more than~~ two adults shall share the room.
- (B) A "child" who turns 18 and meets the requirements specified in Section 89201, subsection (c)(7)(A) or (B) is not considered an adult for purposes of this section and may continue to share a bedroom with another "child."
- (34) No room commonly used for other purposes shall be used as a bedroom.
- (A) Such rooms shall include but not be limited to halls, stairways, unfinished attics or basements, garages, storage areas and sheds or similar detached buildings.
- (45) No bedroom shall be used as a public or general passageway to another room.
- (q6) Each bedroom ~~or sleeping room~~ shall have at least one operable window or door that ensures safe, direct, emergency exit to the outside. If security window bars are used, the window is considered operable only if the window bars have a safety release device that meets all state and local requirements. If the caregiver's home is in a high rise building, the caregiver is subject to the rules and regulations set forth by the State Fire Marshal.

- (57) The caregiver shall provide each "child" with an individual bed which is equipped with a clean, comfortable mattress, clean linens, blankets, and pillows, as needed, all in good repair.
- (A) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use by ~~children~~ a "child" at all times.
 - (B) Beds shall be arranged to allow easy passage between beds and easy entrance into the room.
- (j8) Bunk beds of more than two tiers shall not be used.
- (1A) Bunk beds shall have railings on both sides of the upper tier to prevent falling.
 - (2B) ~~Children~~ A "child" under ~~five~~ six years of age or ~~those who are~~ is unable to climb into or out of the upper tier unassisted shall not be permitted to use the upper tier.
- (79) The caregiver shall provide each infant with a safe and sturdy bassinet or crib, appropriate to the ~~child's~~ age and size: of a "child." The following shall apply to cribs:
- (A) Tiered or stacked cribs shall not be permitted.
 - (B) Crib slats shall not pose the danger of an infant being trapped.
 - (C) Crib mattresses shall be clean, comfortable and fit properly in the crib.
 - (D) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use by infants at all times.
 - (E) An infant who can climb out of a crib shall be provided with an age-appropriate bed.
- (610) Each bedroom shall have portable or permanent closets and drawer space to accommodate the child's clothing and personal belongings.
- (911) ~~Sections 89387 Subsections (a)(1) through (a)(810)~~ apply to all bedrooms used by all children residing in the home, including children who are members of the caregiver's family, guardianship children, children of a minor parent, and children in placement care.
- (102) ~~Sections 89387 Subsections (a)(34) and (a)(45)~~ apply to all bedrooms used by the caregiver and all other adults residing in the home.
- (b) The home shall be clean, safe, sanitary, and in good repair at all times ~~for the safety and well-being of the children.~~

- (1) The licensee shall take measures to keep the home reasonably free of flies and other insects.
- (c) All outdoor and indoor passageways, ~~and~~ stairways, inclines, ramps, and open porches ~~and other areas of potential hazard~~ shall be kept free of obstruction.
- (d) ~~All homes that~~ A caregiver who accepts children a "child" under 10 years of age or a "child" that has a condition including one that makes the child who is developmentally, mentally, or physically disabled, or mentally handicapped, and for whom special care and supervision is required as result of his/her condition, shall ensure the inaccessibility of that swimming pools, including above-ground swimming pools (in-ground and above-ground), fixed-in-place wading pools, hot tubs, spas, fish ponds, or similar bodies of water are inaccessible.
- (1) The caregiver shall use the reasonable and prudent parent standard as defined in Welfare and Institutions Code section 362.04, subsection (a)(2) and as specified in Section 89377, Reasonable and Prudent Parent Standard, when deciding whether a "child" should have access to fish ponds, fountains, creeks, and similar bodies of water.

HANDBOOK BEGINS HERE

Caregivers should provide supervision when a "child" is near a swimming pool and other bodies of water and are encouraged to provide age and developmentally appropriate instruction to a "child" on water safety skills, including teaching them how to swim. When applying the reasonable and prudent parent standard to allowing a "child" to have access to fish ponds, fountains, creeks, and similar bodies of water, the caregiver is encouraged to consider the distance of the body of water from the home, depth, and water flow, and the level of supervision a "child" requires.

HANDBOOK ENDS HERE

- (12) Inaccessibility shall be assured by using at least one of the following safety features in subsections (A) or (B) below:
- (A) The pool shall be isolated from access to a the home by an enclosure, as defined in Health and Safety Code Ssection 115921, subsection (c) and that meets the requirements of as specified in Ssection 115923 of the Health and Safety Code and does not obscure the pool from view.
1. If removable mesh pool fencing is used as the enclosure as provided in Health and Safety Code section 115922, subsection (a)(2), the caregiver shall ensure that it is installed and maintained according to the manufacturer's specifications.

HANDBOOK BEGINS HERE

Section 115921 of the Health and Safety Code states in pertinent part section 115921, subsection (c) provides:

"(c) "Enclosure" means a fence, wall, or other barrier that isolates a swimming pool from access to the home."

Health and Safety Code section 115922, subsection (a)(2) provides:

"(a)(2) The pool shall incorporate removable mesh pool fencing that meets American Society for Testing Materials (ASTM) Specifications F 2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device."

Section 115923 of the Health and Safety Code states section 115923 provides:

"An enclosure shall have all of the following characteristics:

- (a) Any access gates through the enclosure open away from the swimming pool, and are self-closing with a self-latching device placed no lower than 60 inches above the ground.
- (b) A minimum height of 60 inches.
- (c) A maximum vertical clearance from the ground to the bottom of the enclosure of two inches.
- (d) Gaps or voids, if any, do not allow passage of a sphere equal or greater than four inches in diameter.
- (e) An outside surface free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child below the age of five years to climb over."

HANDBOOK ENDS HERE

- (B) The pool shall be equipped with an approved safety pool cover as defined in Health and Safety Code Section 115921, subsection (d) of the Health and Safety Code. A pool safety net that meets the American Society for Testing and Materials standards is considered an approved safety pool cover. Pool covers shall be supported by flotation devices.

- 1. If a foster family home has dual licensure as a family child care home, a pool safety net shall not be permitted.

HANDBOOK BEGINS HERE

Health and Safety Code Section 115921, subsection (d) of the Health and Safety Code states in pertinent part provides:

"(d) "Approved safety pool cover" means a manually or power-operated safety pool cover that meets all of the performance standards of the American

Society for Testing and Materials (ASTM), in compliance with standard F1346-91."

HANDBOOK ENDS HERE

- (C) When the Department licensing or approval agency determines that it is not ~~feasible possible~~ for the caregiver to comply with subsections (A) or (B) above, the residence home shall be equipped with exit alarms, as defined in Health and Safety Code Ssection 115921, subsection (e) of the Health and Safety Code, on these doors or windows providing that provide direct access to the pool.
1. ~~Where it is feasible to comply in part with (A), the Department may authorize use of a combination of (A) and (C).~~
21. All windows providing in rooms that provide direct access from the home to the swimming pool or body of water shall be secured so that they cannot open more than 4 inches, however, if they are sleeping rooms, they must use an exit alarm.

HANDBOOK BEGINS HERE

Health and Safety Code Ssection 115921, subsection (e) provides of the Health and Safety Code states in pertinent part:

"Exit alarms" means devices that make audible, continuous alarm sounds when any door or window, that permits access from the residence to the pool area that is without any intervening enclosure, is opened or is left ajar. Exit alarms may be battery operated or may be connected to the electrical wiring of the building."

HANDBOOK ENDS HERE

- (D) The caregiver may use Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the devices set forth in subdivisions subsections (A) to (C), inclusive, as determined by the building official of the jurisdiction issuing the applicable building permit, or other official documentation. Any ordinance governing child access to pools adopted by a political subdivision on or before January 1, 1997, is presumed to afford protection that is equal to or greater than that afforded by any of the devices set forth in subdivisions (A) to (C), inclusive. The other means of protection must be approved in writing by the licensing or approval agency.
1. ~~The caregiver must submit to the department documentation of approval by the building official of his/her jurisdiction before accepting children described in subsection (D) above.~~

21. If licensed or approved prior to June 1, 1995, facilities homes with existing pool fencing shall be exempt from the fence requirements specified in ~~Section 89387 subsection~~ (d)(1)(A) until such fence is replaced or structurally altered. When the caregiver replaces or alters the fence, it shall be required to meet the fence requirements specified in ~~Section 89387 subsection~~ (d)(1)(A).

- (e) If the home has an above-ground pool, the pool shall be made inaccessible when not in use by removing or making the ladder inaccessible and if the pool is less than 60 inches in height, by the use of a barricade. Any barricade, whether or not it includes the above-ground pool structure itself, shall meet the requirements of ~~Section 89387 subsection~~ (d)(1)(A).
- (f) All ~~in-ground pools, and above-ground pools which~~ that cannot be emptied after each use, shall have an operative pump and filtering system.
- (g) An adult who has the ability to swim shall provide supervision at all times when ~~children~~ are "a child" is using a pool or a body of water from which rescue requires the rescuer's ability to swim.

89387.1(a)

- (h) ~~If the caregiver shall provides a yard or outdoor activity space, that is it shall be free from hazards to life and health. that endanger the health and safety of a "child."~~
- (hi) The caregiver who accepts a "child" with a disability shall make necessary specific provisions including, but not limited to, changes to the buildings and grounds as required to protect and assist ~~the~~ a "child" and to maximize the child's potential of a "child" for self-help.
- (ij) The caregiver shall maintain at least one toilet, sink, and tub or shower ~~maintained~~ in safe, clean operating condition.
 - (1) If age and developmentally appropriate, individual privacy shall be provided to a "child" in all toilet, bath, and shower areas.
 - (2) Bathrooms shall be located inside the home.
- (j) [Renumbered to subsection (a)(8).]
- (k) The caregiver shall maintain a safe and comfortable temperature for ~~children~~ a "child" in the home at all times.
- (l) The caregiver shall ensure the safety of ~~children~~ a "child" in a home that has fireplaces, open-faced heaters, or woodstoves.
- (m) The caregiver shall provide ~~lamps or~~ lighting as necessary in all rooms and other areas to ensure the comfort and safety of ~~all persons~~ in the home.

- (n) Faucets used by ~~clients~~ a "child" for personal care and grooming shall deliver hot water at a safe temperature.
- (o) Waste shall be stored, located, and disposed of in a manner that will not permit the transmission of communicable disease or of odors, create a nuisance, provide a breeding place or food source for insects or rodents.
- (p) ~~All foster family homes, e~~Except a homes with ~~sprinkling a~~ sprinkler systems, a home shall have an approved, commercially manufactured, and functioning smoke detector installed in the hallway(s) in each sleeping area in the home. The smoke detectors shall be audible in each bedroom or sleeping room.
- (q) [Renumbered to subsection (a)(6).]

~~HANDBOOK BEGINS HERE~~

~~The Department shall notify the caregiver of the requirements of Section 1531.4 of the Health and Safety Code, which states:~~

~~On and after January 1, 1999, no security window bars may be installed or maintained on any community care facility unless the security window bars meet current state and local requirements, as applicable, for security window bars and safety release devices.~~

~~HANDBOOK ENDS HERE~~

Authority cited: Sections 1530, 1530.5, ~~4531~~, and 115926, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1531, 1531.4, 115921, 115922(a), and 115923, Health and Safety Code; Sections 361.2(j) - (j)(1)(B) and (j)(2), 362.04, 11403, 16001.9, and 17710, Welfare and Institutions Code; Commercial Practices, 16 C.F.R. Section 1513.6.

Repeal Section 89387.1

89387.1 OUTDOOR ACTIVITY SPACE

89387.1

(a) [Renumbered to Section 89387(h).]

Authority cited: Sections 1530, 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, and 1531, Health and Safety Code.

Amend Section 89387.2 to read:

Post-Hearing: Amend Section 89387.2(b)(3)(A) and (c)

89387.2 STORAGE SPACE

89387.2

- (a) Except as specified in subsections (b)(1) through (3), ~~M~~medicines, disinfectants, cleaning solutions, poisons, firearms, and other dangerous items shall be stored where inaccessible to ~~children.~~ "a child."
 - (1) Storage areas for poisons, ~~and~~ firearms, and other dangerous weapons shall be locked.
 - (2) In lieu of locked storage of firearms, the caregiver may use trigger locks or remove the firing pin.
 - (A) Firing pins shall be stored and locked separately from firearms.
 - (3) Ammunition shall be stored and locked separately from firearms.
- (b) The caregiver shall apply the reasonable and prudent parent standard, as specified in Section 89377, Reasonable and Prudent Parent Standard, in determining if it is age and developmentally appropriate for a "child" to have access to and use items specified in subsections (b)(1) through (3).
 - (1) Household kitchen knives and appliances do not need to be locked or inaccessible to a "child" who is of sufficient age and maturity to use such items.
- (~~b~~) ~~Medicines, disinfectants, and cleaning solutions may be accessible to children consistent with the child's Needs and Services Plan or TILP if applicable.~~
 - (2) Medications shall be stored where inaccessible to a "child," except as specified in Section 89475.1, Emergency Medical Assistance, Injections, and Self- Administration of Medications.
 - (3) Disinfectants and cleaning solutions shall be stored where inaccessible to a "child," except as follows:
 - (A) Before allowing a "child" to have access to or use disinfectants and cleaning solutions, the caregiver shall ensure that a "child" knows how to safely handle and use these products.
- (c) In allowing a "child" to have access to and use items specified in subsections (b)(1) through (3), the caregiver shall ensure that the safety of a "child" and others in the home is maintained.

Authority cited: Sections ~~1524~~, 1530 and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501 and 1531, Health and Safety Code; Sections 361.2(j) - (j)(2), 16001.9, Welfare and Institutions Code; and 42 USC Section 677 of the Social Security Act.

Amend Section 89388 to read:

Post-Hearing: Amend Section 89388(b) to read:

89388 COOPERATION AND COMPLIANCE

89388

- (a) The caregiver shall maintain and ~~cooperate~~ comply with all caregiver standards.
- (b) No caregiver shall make or disseminate any false or misleading statement associated with the application for licensure/ or approval, including, but not limited to, information regarding the applicant, family members, family home, persons who provide, or may provide, care or supervision to a "child," or any of the services provided by the ~~home~~ caregiver.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1520 and 1531, Health and Safety Code; Section 361.2(j)(1)(A), Welfare and Institutions Code.

Amend Section 89400 to read:

Article 4. PLACEMENT

89400 LICENSURE IS NOT AN ENTITLEMENT TO PLACEMENT 89400

- (a) A license is required ~~prior to~~ before placement, but the license does not entitle the caregiver to placement of a "child" pursuant to Welfare and Institutions Code Section 16507.5 of the Welfare and Institutions Code, subsection (b).

HANDBOOK BEGINS HERE

- (1) Welfare and Institutions Code ~~S~~section 16507.5, subsection (b) provides ~~in part~~:

"The granting of a community care license or approval status does not entitle the caregiver to the placement of a specific child or children. Placement is based on the child's needs and best interests."

HANDBOOK ENDS HERE

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, ~~and~~ 1501.1, and 1531, Health and Safety Code; and Section 16507.5, Welfare and Institutions Code.

Amend Section 89405 to read:

Post-Hearing: Amend Handbook Section 89405(b)(2) to read:

89405 TRAINING REQUIREMENTS

89405

(ba) The caregiver is required to complete training as specified in Health and Safety Code ~~Section 1529.2, subsection (b). In addition, the caregiver shall complete First Aid and CPR training as required in Section 89405(a).~~

(1) ~~The following~~ Courses, seminars, conferences, or training topics ~~that will be~~ accepted by the licensing agency to ~~fulfill~~ meet the training requirements in Health and Safety Code ~~Section 1529.2, subsections (b)(3) and (4) include,~~ but are not limited to:

- (A) Child development,
- (B) Recognizing and/or ~~dealing~~ assisting a "child" with learning disabilities,
- (C) Infant care and stimulation,
- (D) Parenting skills,
- (E) Complexities, demands, and special needs of children in ~~placement~~ the home,
- (F) Building self-esteem, ~~for the caregiver or the children of a "child,"~~
- (G) Recordkeeping,
- (H) Caregiver rights, responsibilities, and grievance process, and
- (I) Licensing and placement regulations,
- (J) ~~Rights and responsibilities of foster family home providers~~

(ab) ~~Any time a child is in the home, at least one of the persons providing regular and routine care and supervision to the child shall have received~~ In addition to the training specified in subsection (a), the caregiver shall complete current training in first aid and Cardiopulmonary Resuscitation (CPR).

(1) Training shall be obtained from an agency offering such training including, but not limited to, the American Red Cross, ~~and shall be current and appropriate to the child's age and needs~~ the American Heart Association, a training program approved by the State Emergency Medical Services Authority (EMSA), or a course offered by an accredited college or university.

89475(b)(1)

- (2) The caregiver shall maintain copies of unexpired first aid and CPR certificates ~~documenting the training required.~~ These certificates shall be appropriate to the age and needs of a "child."

HANDBOOK BEGINS HERE

- (2) Health and Safety Code ~~Sections~~ 1529.2, subsections (b) and (c) provides in part:

"...(b)(1) Every licensed foster parent shall complete a minimum of 12 hours of foster parent training, as prescribed in paragraph (3), before the placement of any foster children with the foster parent. In addition, a foster parent shall complete a minimum of eight hours of foster parent training annually as prescribed in paragraph (4). No child shall be placed in a foster family home unless these requirements are met by the persons in the home who are serving as the foster parents.

"(2)(A) Upon the request of the foster parent for a hardship waiver from the postplacement training requirement or a request for an extension of the deadline, the county may, at its option, on a case-by-case basis, waive the postplacement training requirement or extend any established deadline for a period not to exceed one year, if the postplacement training requirement presents a severe and unavoidable obstacle to continuing as a foster parent. Obstacles for which a county may grant a hardship waiver or extension are:

"(i) Lack of access to training due to the cost or travel required.

"(ii) Family emergency.

"(B) Before a waiver or extension may be granted, the foster parent should explore the opportunity of receiving training by video or written materials.

"(3) The initial preplacement training shall include, but not be limited to, training courses that cover all of the following.

"(A) An overview of the child protective system.

"(B) The effects of child abuse and neglect on development.

"(C) Positive discipline and the importance of self-esteem.

"(D) Health issues in foster care.

"(E) Accessing education and health services available to foster children.

"(F) The right of a foster child to have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification,

ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.

"(4) The postplacement annual training shall include, but not be limited to, training courses that cover all of the following:

"(A) Age-appropriate child development.

"(B) Health issues in foster care.

"(C) Positive discipline and the importance of self-esteem.

"(D) Emancipation and independent living skills if a foster parent is caring for youth.

"(E) The right of a foster child to have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.

"(5) Foster parent training may be attained through a variety of sources, including community colleges, counties, hospitals, foster parent associations, the California State Foster Parent Association's Conference, adult schools, and certified foster parent instructors.

"(6) A candidate for placement of foster children shall submit a certificate of training to document completion of the training requirements. The certificate shall be submitted with the initial consideration for placements and provided at the time of the annual visit by the licensing agency thereafter.

"(c) Nothing in this section shall preclude a county from requiring county-provided preplacement or postplacement foster parent training in excess of the requirements in this section."

HANDBOOK ENDS HERE

Authority cited: ~~Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001);~~
Sections 1530 and 1530.5, Health and Safety Code; Section 21 of Assembly
Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1506, 1506.7, 1529.1, 1529.2, 1531, and 1562, Health and
Safety Code; ~~Sections 903.7 and 16001.9, Welfare and Institutions Code.~~

Amend Section 89410 to read:

89410 LIMITATIONS ON CAPACITY AND AMBULATORY STATUS 89410

- (a) The caregiver shall not operate a home beyond the conditions and limitations specified in the license, including the capacity ~~limitation~~ determination, as specified in Section 89228, Capacity Determination.
- (b) The caregiver shall not accept more than two infants, including infants in the caregiver's family, without additional ~~household~~ help.
- (c) Unless the licensing agency approves an increase before placement, a social worker or placing agency does not have the authority to place more children in a home than the capacity stated on the home's license or waiver.
- (ed) The caregiver shall not ~~place~~ allow a "child" who is nonambulatory children to be placed in or remain in any room approved to accommodate only children who are ambulatory children.
 - (1) ~~Children whose condition becomes nonambulatory shall not remain in rooms restricted to ambulatory children.~~
 - (2) The licensing agency ~~shall have the authority to~~ may require ~~children~~ a "child" who ~~are~~ is accommodated in an ambulatory rooms to demonstrate that they are ambulatory.

89228(d)

- (e) The licensing agency ~~shall be authorized to restrict~~ may limit care to specific children.
 - (1) If care is limited to specific children, the licensing agency shall specify the names of the children in a letter to the caregiver.
 - (2) Except where the limitation is requested by the caregiver, the caregiver shall be notified in writing of the reasons for such limitation and of the caregiver's right to appeal the decision as specified in Section 89240, subsections (c) and (d).

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, ~~1507, 1507.2~~, 1507.5, ~~1525.25, 1530.6~~, and 1531, Health and Safety Code.

Amend Section 89420 to read:

Post-Hearing: Amend Section 89420 to read:

89420 FIRE CLEARANCE

89420

- (a) ~~Prior to~~ Before accepting a ~~disabled "child" who is non-ambulatory~~, or deciding to continue to provide services to a "child" determined after placement to ~~have a disability be non-ambulatory~~, the caregiver shall notify the licensing agency so that a fire clearance, approved by the local fire authority having jurisdiction, can be obtained.

- (1) This requirement shall not apply to placement of infants.

~~HANDBOOK BEGINS HERE~~

- (1) ~~Health and Safety Code Section 13143 provides in pertinent part:~~

~~A fire clearance shall not be required if the foster family home is providing care for:~~

- (A) ~~six or fewer ambulatory children, and/or~~
(B) ~~children two years of age or younger.~~

~~HANDBOOK ENDS HERE~~

- (b) ~~The licensing agency shall approve postural supports only after the appropriate fire clearance has been secured.~~

A caregiver who is licensed for a capacity of more than six children who are ambulatory or requests an increase in capacity to more than six children who are ambulatory shall obtain an appropriate fire clearance.

HANDBOOK BEGINS HERE

Health and Safety Code section 13143, subsection (b) provides in pertinent part:

"Notwithstanding subdivision (a) and Section 13143.6, facilities licensed pursuant to Chapter 3 (commencing with Section 1500) of Division 2 which provide nonmedical board, room, and care for six or fewer ambulatory children placed with the licensee for care or foster family homes and family day care homes for children, licensed pursuant to Chapter 3.6 (commencing with Section 1597.50) of Division 2, with a capacity of six or fewer and providing care and supervision for ambulatory children or children two years of age or younger, or both, shall not be subject to Article 1 (commencing with Section 13100) or Article 2 (commencing with Section 13140) of this chapter or regulations adopted pursuant thereto. No city, county, or public district shall adopt or enforce any requirement for the prevention of fire, or for the protection of life and property against fire and panic, with respect to structures used as facilities specified in this subdivision, unless the requirement would be applicable to a structure regardless of the special occupancy..."

HANDBOOK ENDS HERE

Authority cited: Sections 1530; and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507.2, 1531, ~~1531.4~~, ~~and~~ 13113, 13131, 13143, and 13143.6, Health and Safety Code.

Amend Section 89421 to read:

89421 WATER SUPPLY CLEARANCE

89421

- (a) Any home where water for human consumption is from a private source shall meet the following requirements:
- (1) ~~Prior to the home accepting its~~ Before the caregiver accepts the first placement, the caregiver shall provide evidence of an on-site inspection of the source of ~~the~~ water and a bacteriological analysis which establishes the safety of the water, conducted by the local health department, the State Department of Public Health, or a licensed commercial laboratory.
 - (2) ~~Subsequent to~~ After the caregiver accepts the first placement, the caregiver shall be required to provide additional analyses of the source of water only when the licensing agency documents the need for an analysis to assure the health and safety of ~~the~~ children.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, ~~1520~~ and 1531, Health and Safety Code.

Amend Section 89465 to read:

89465 CAREGIVER REQUIREMENTS

89465

- (a) The licensing agency shall have the authority to require any caregiver to provide additional household help whenever the agency determines that additional help is required for the provision of to provide necessary services to children.
- (21) The following factors shall be used in determining the need for additional ~~staff~~ help:
- (A) Needs of the particular children.
 - (B) Extent of the services provided by the home.
 - (C) Physical arrangements of the particular home, and
 - (D) Any change in the considerations listed in Section 89231, subsection (eb).
- (12) The licensing agency shall specify in writing the reasons for its determination.
- (b) The caregiver, ~~including and~~ additional help, shall be in good physical and mental health, and shall be ~~physically, mentally, and occupationally capable of complying~~ able to comply with ~~these regulations~~ this chapter.
- (1) Good health shall be verified by a health screening, including a test for tuberculosis not more than one year old, and performed by or under the supervision of a physician.
 - (2) The report, signed by the person performing the health screening, shall indicate the following:
 - (A) The presence of any health condition that would create a hazard to the caregiver or children.
- (c) Physician reports from general practitioners or specialists may be required after licensure if the licensing agency has reason to believe that the physical ~~and/or~~ mental health of the caregiver, ~~including or~~ additional help, is not adequate to carry out responsibilities specified in ~~these regulations~~ this chapter.

HANDBOOK BEGINS HERE

- (1) ~~The licensing agency shall provide the caregiver a written explanation of the need for any additional report.~~
- (2) ~~The licensing agency shall specify in writing what written information is required from the caregiver.~~

HANDBOOK ENDS HERE

- (1) The licensing agency shall provide the caregiver with a written explanation of the need for any additional report.
- (2) The licensing agency shall specify in writing what written information is required from the caregiver.
- (d) All adults regularly present in the home shall submit ~~verification of~~ their test results for tuberculosis ~~that was performed not more than one year prior to~~ before placement of the first child in the home.
- (e) Occasional short-term babysitters and alternative caregivers as specified in Section 89378, Responsibility for Providing Care and Supervision, are exempt from the requirements of this section.

Authority cited: Sections 1530, and 1530.5, ~~and 1531~~, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507, 1507.2, ~~1530.6~~, and 1531, Health and Safety Code; Sections 361.2(j) - (j)(1)(B) and 362.04(e), Welfare and Institutions Code.

Amend Section 89468 to read:

Post-Hearing: Amend Section 89468(a), (d)(1), (e), (f), (g), and (h)(1) to read:

89468 ADMISSION PROCEDURES

89468

- (a) ~~At the time of placement for each "child," the caregiver shall request from the placement worker, if it is not provided immediately, the Child's Health and Education Passport for a "child" and Needs and Services Plan~~ a written plan identifying the specific needs and services of the "child" from the placement worker if they are not immediately provided.
- (b) ~~The Needs and Services Plan shall contain the following information, which includes but is not limited to:~~
 - (1) ~~Name.~~
 - (2) ~~Age.~~
 - (3) ~~Physical limitations.~~
 - (4) ~~History of infections or contagious diseases.~~
 - (5) ~~History of other medical, emotional, behavioral and physical problems.~~
 - (6) ~~Capability of the child to handle his/her own cash resources.~~
 - (7) ~~Current service needs related to (3), (4), (5), and (6) above.~~
 - (8) ~~Any applicable needs appraisal or individual program plans completed by a placement agency or consultant.~~
- (b) If the caregiver does not receive the Health and Education Passport for a "child" and the written plan identifying the specific needs and services of the "child" at the time of placement, the caregiver shall ask the placement social worker the name and age of the "child" and, at a minimum, all of the following Pre-Placement Questionnaire questions:
 - (1) Does the "child" have any allergies? (i.e. any medications, peanuts, strawberries, dogs, cats, etc.)
 - (2) Does the "child" have a history of infections or contagious diseases?
 - (3) Is the "child" taking any prescription medications?
 - (4) Does the "child" have physical limitations?
 - (A) Is any special care needed?

- (5) Does the "child" have any medical conditions I should know about? (i.e. diabetes, epilepsy, etc.)
- (6) Does the "child" have any mental health conditions I should know about? (i.e. schizophrenia, bi-polar disorder, etc.)
- (7) Does the "child" have a history of suicide attempts?
- (8) Does the "child" have any behavioral problems? (i.e. drug abuse, running away, or starting fires, etc.)
- (9) Does the "child" have a history of physical or sexual abuse?
- (10) Does the "child" act out sexually?

HANDBOOK BEGINS HERE

The caregiver may apply the reasonable and prudent parent standard, as specified in Section 89377, Reasonable and Prudent Parent Standard, in deciding whether to ask additional questions about a "child" at the time of placement. These questions may include:

- (1) What grade is the "child" in?
- (2) Does the "child" have any learning disabilities?
 - (A) Is the "child" currently receiving any services for this disability?
- (3) Is the "child" taking any over the counter medications?
- (4) Can the "child" swim?
- (5) Does the "child" get along with others?
- (6) What are the current service needs of the "child"? (i.e. therapist, tutor, etc.)

HANDBOOK ENDS HERE

- (c) The caregiver may use the Pre-Placement Questionnaire, (LIC 9225), or any other written format developed by the caregiver, to obtain the information.
- (d) The caregiver shall use the pre-placement information to determine if the caregiver can meet the needs of a "child."
 - (1) If the caregiver believes that they cannot meet the needs of a "child," the caregiver shall request that a "child" not be placed in the home.

HANDBOOK BEGINS HERE

After reviewing the pre-placement information and as an alternative to requesting that a "child" not be placed in the home, the caregiver may request services that allow the caregiver to meet the needs of a "child."

HANDBOOK ENDS HERE

- (ee) ~~As soon as the Needs and Services Plan~~ When the written plan identifying the specific needs and services of the "child" and the Health and Education Passport for a "child" is ~~are received from the placement worker,~~ the caregiver shall review the information and determine;
- (1) The caregiver's ability to meet the individual needs of ~~the~~ a "child."
 - (2) The caregiver's ability to continue meeting the needs of other children and the caregiver's family.
- (df) ~~If it is determined~~ the caregiver determines after review of the written plan identifying the specific needs and services of the "child" and the Health and Education Passport for a "child" that the home cannot meet the service needs of ~~the~~ a "child," the caregiver shall:
- (1) Inform the ~~child's authorized representative.~~ person or agency responsible for placing a "child."
 - (2) Request that ~~the~~ a "child" be placed elsewhere.

HANDBOOK BEGINS HERE

After reviewing the written plan identifying the specific needs and services of the "child" and the Health and Education Passport for a "child," and as an alternative to requesting that a "child" not be placed in or remain in the home, the caregiver may request services that allow the caregiver to meet the needs of a "child."

HANDBOOK ENDS HERE

- (eg) The caregiver shall keep a current copy of the ~~current Needs and Services Plan,~~ written plan identifying the specific needs and services of the "child," Transitional Independent Living Plan (TILP), and the ~~hHealth and eEducation pPassport~~ for a "child" and comply with the ~~portion of the case plan provided by the placing social worker that pertains to care of the child~~ requirements set forth in these documents.
- (fh) The caregiver shall provide an orientation of the personal rights ~~as set forth~~ specified in Section 89372, Personal Rights to every "child," in an age- and developmentally-appropriate manner, and to ~~the child's~~ his or her authorized representative, as specified in Health and Safety Code section 1530.91.

- (1) In addition to the requirements of ~~Section 89468~~ subsection (f), when the home is licensed to provide care for 6 ~~six~~ or more children, the caregiver shall also post a listing of the personal rights (PUB 396, Foster Youth Rights). The listing of personal rights shall be posted in an area of the home that is accessible to ~~the~~ a "child" and his or her authorized representative.

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Health and Safety Code section 1530.91 provides:

"(a) Except as provided in subdivision (b) any care provider that provides foster care for children pursuant to this chapter shall provide each school age child and his or her authorized representative, as defined in regulations adopted by the department, who is placed in foster care, with an age and developmentally appropriate orientation that includes an explanation of the rights of the child, as specified in Section 16001.9 of the Welfare and Institutions Code, and addresses the child's questions and concerns.

"(b) Any facility licensed to provide foster care for six or more children pursuant to this chapter shall post a listing of rights for a "child" specified in Section 16001.9 of the Welfare and Institutions Code. The office of the State Foster Care Ombudsperson shall design posters and provide the posters to each facility subject to this subdivision. The posters shall include the telephone number of the State Foster Care Ombudsperson."

HANDBOOK ENDS HERE

Authority cited: Sections 1530, and 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507, 1507.2, 1520, 1530.6, 1530.91, 1531, and 1557.5, Health and Safety Code; Section 361.2(j)(1)(A), Welfare and Institutions Code.

Amend Section 89469 to read:

Post-Hearing: Amend Section 89469(b) to read:

89469 CHILDREN'S MEDICAL ASSESSMENTS

89469

- (a) Within 30 days of accepting a "child," the caregiver shall obtain a recent written medical assessment.
- (1) A recent medical assessment shall not be more than a year old, and
- (2) A medical assessment for a "child" shall include the results of an examination for communicable tuberculosis (TB) and other contagious or infectious diseases.
- (b) The licensing agency ~~shall have the authority to~~ may require the caregiver to obtain a current written medical assessment, for a "child," if such an assessment is necessary to verify the appropriateness of a ~~child's placement.~~ home for a "child."

Authority cited: Sections 1530, and 1530.5, ~~and 1531,~~ Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507, 1507.2, 1520, 1530.6, 1531, and 1557.5, Health and Safety Code.

Amend Section 89475 to read:

Post-Hearing: Amend Section 89475(c)(1)(A), (c)(7), (c)(8), and (c)(9) to read:

89475 HEALTH RELATED SERVICES

89475

- (a) Family health care, as defined in Section 89201, shall be administered by the caregiver to a "child" as outlined in writing by the appropriate medical professional ~~in writing~~.
- (1) The caregiver shall ask the medical professional ~~shall~~ to provide adequate, and practical ~~and~~ written instructions.
- ~~(b) Any time a child is in the home, at least one of the persons providing regular and routine care and supervision to the child shall have current training in first aid and CPR. Training shall be obtained from an agency offering such training including, but not limited to, the American Red Cross, and shall be appropriate to the child's age and needs.~~
- ~~(1) [Renumbered to Section 89405(b)(2).]~~
- ~~(2b)~~ The caregiver shall maintain first aid supplies appropriate to the needs of ~~the children in care.~~ a "child."
- (c) When a "child" has a health condition that requires ~~the administration of~~ medication, the caregiver shall comply with the following:
 - (1) Assist ~~children~~ a "child" with self-administration as needed.
 - (A) If the physician of a "child" gives permission as specified in Section 89475.1, subsection (f), the "child" may self-administer medication or injections.
 - (2) Ensure that instructions are followed as outlined by the appropriate medical professional.
 - (3) Medication shall be stored in the original container with the original unaltered label.
 - (4) Prescription medication must be administered ~~as per directions to a "child" as directed on the label or as advised directed in writing by the physician in writing.~~
 - (5) Non-prescription medication must be administered to a "child" as directed on the label or as directed by the appropriate medical professional ~~and documented by the caregiver.~~
 - (6) The administration of prescription PRN medication to a "child" shall also require caregiver documentation ~~by the caregiver~~ of the date, time, and dose of medication administered.
 - (7) If ~~the~~ a "child" can not determine his/ or her own need for medication, the caregiver shall determine the need of a "child" in accordance with medical instructions.

- (d) Under no circumstances shall a "child" be required to take psychotropic medication without a court order as specified in Section 89475.1, subsection (g).

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The caregiver is encouraged to document the administration of medication to a "child" using a log. A medication log can be a useful tool in determining if a "child" is receiving the correct medication. It can also assist in determining if the "child" may have a more serious problem that would require a visit to a physician. If school staff are authorized to administer PRN medication, the caregiver is encouraged to request documentation that the medication was given.

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- (e) The caregiver shall provide emergency medical assistance and injections to a "child" as specified in Section 89475.1, Emergency Medical Assistance, Injections, and Self-Administration of Medications.

Authority cited: Sections 1530, and 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 1501, 1501.1, 1507, 1507.2, 1507.25, 1507.5, 1530.6 and 1531, Health and Safety Code; Sections 361.2(j) - (j)(1)(C), 369.5, and 739.5, Welfare and Institutions Code; and Section 2727(a), Business and Professions Code ~~Section 2727(a)~~.

Adopt Section 89475.1 to read:

89475.1 EMERGENCY MEDICAL ASSISTANCE, INJECTIONS, AND
SELF-ADMINISTRATION OF MEDICATIONS

89475.1

- (a) A caregiver shall ensure that persons who provide emergency medical assistance and injections to a "child" are trained as specified in Health and Safety Code section 1507.25.
- (b) Emergency medical assistance and injections for severe diabetic hypoglycemia and anaphylactic shock may be provided to a "child" as specified in Health and Safety Code section 1507.25.
- (c) Subcutaneous injections of other medications, including insulin, as prescribed by the physician of a "child," may be provided as specified in Health and Safety Code section 1507.25.
- (d) The caregiver shall ensure the date, time and dose of all injections administered to a "child," including injections self-administered by a "child," are documented by the person giving the injection as specified in Health and Safety Code section 1507.25.
- (e) The caregiver shall ensure the date, time and results of glucose testing and monitoring are documented by the person assisting with the testing as specified in Health and Safety Code section 1507.25.
- (f) Unless prohibited by court order, a "child" may self-administer medication or injections if the physician of a "child" gives permission. The caregiver shall ensure that a "child" knows how to:
 - (1) Self-administer their medication and injections,
 - (2) Document when they self-administer their medication and injections, and
 - (3) Properly store the medication so that it is not accessible to other children.
- (g) Psychotropic medication shall only be given if the Juvenile court has approved a medication request by a physician, as provided in Welfare and Institutions Code sections 369.5, subsection (a) and 739.5, subsection (a).
- (h) The caregiver shall maintain all documentation of injections and glucose testing and monitoring specified in subsections (d) and (e) in the current record or file for a "child."

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Health and Safety Code section 1507.25 provides in part:

"(a)(1) Notwithstanding any other provision of law, a person described in paragraph (2), who is not a licensed health care professional, but who is trained to administer injections by

a licensed health care professional practicing within his or her scope of practice, may administer emergency medical assistance and injections for severe diabetic hypoglycemia and anaphylactic shock to a foster child in placement.

(2) The following individuals shall be authorized to administer emergency medical assistance and injections in accordance with this subdivision:

(A) A relative caregiver.

(B) A nonrelative extended family member.

(C) A foster family home parent.

(D) A small family home parent.

(E) A certified parent of a foster family agency.

(F) A substitute caregiver of a foster family home or a certified family home.

(G) A direct care staff member of a small family home or a group home.

(3) The licensed health care professional shall periodically review, correct, or update training provided pursuant to this section as he or she deems necessary and appropriate.

(b)(1) Notwithstanding any other provision of law, a person described in paragraph (2), who is not a licensed health care professional, but who is trained to administer injections by a licensed health care professional practicing within his or her scope of practice, may administer subcutaneous injections of other medications, including insulin, as prescribed by the child's physician, to a foster child in placement.

(2) The following individuals shall be authorized to give prescribed injections including insulin in accordance with this subdivision:

(A) A relative caregiver.

(B) A nonrelative extended family member.

(C) A foster family home parent.

(D) A small family home parent.

(E) A certified parent of a foster family agency.

(F) In the absence of a foster parent, a designated substitute caregiver in a foster family home or a certified family home.

(3) The licensed health care professional shall periodically review, correct, or update training provided pursuant to this section as he or she deems necessary and appropriate.

(c) For purposes of this section, administration of an insulin injection shall include all necessary supportive activities related to the preparation and administration of injection, including glucose testing and monitoring..."

Welfare and Institutions Code section 369.5, subsection (a) provides:

"(a) If a child is adjudged a dependent child of the court under Section 300 and the child has been removed from the physical custody of the parent under Section 361, only a juvenile court judicial officer shall have authority to make orders regarding the administration of psychotropic medications for that child. The juvenile court may issue a specific order delegating this authority to a parent upon making findings on the record that the parent poses no danger to the child and has the capacity to authorize psychotropic medications. Court authorization for the administration of psychotropic medication shall be based on a request from a physician, indicating the reasons for the request, a description of the child's diagnosis and behavior, the expected results of the medication, and a description of any side effects of the medication..."

Welfare and Institutions Code section 739.5, subsection (a) provides:

"(a) If a minor who has been adjudged a ward of the court under Section 601 or 602 is removed from the physical custody of the parent under Section 726 and placed into foster care, as defined in Section 727.4, only a juvenile court judicial officer shall have authority to make orders regarding the administration of psychotropic medications for that minor. The juvenile court may issue a specific order delegating this authority to a parent upon making findings on the record that the parent poses no danger to the minor and has the capacity to authorize psychotropic medications. Court authorization for the administration of psychotropic medication shall be based on a request from a physician, indicating the reasons for the request, a description of the minor's diagnosis and behavior, the expected results of the medication, and a description of any side effects of the medication..."

HANDBOOK ENDS HERE

Authority cited: Sections 1530, and 1530.5, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 1507.25, Health and Safety Code; and Section 369.5 and 739.5, Welfare and Institutions Code.

Adopt Section 89475.2 to read:

Post-Hearing: Amend Section 89475.2(b)(2) and (c)(1) to read:

89475.2 POSTURAL SUPPORTS AND PROTECTIVE DEVICES

89475.2

- (a) Except for postural supports and protective devices as provided in this section, the caregiver shall not restrain or use any restraining devices on a "child."

~~89372(e)(20)~~

- (A) (1) Postural supports for a "child" shall be limited to appliances or devices including braces, spring release trays, or soft ties, used to achieve proper body position and balance, to improve a child's mobility and independent functioning, or to position rather than restrict movement including, but not limited to, preventing a child from falling out of bed, a chair, etc prevent injury.
- 1- (A) Postural supports may include braces, spring release trays, or soft ties. Physician-prescribed orthopedic devices such as braces or casts used for support of a weakened body part or correction of body parts are also considered postural supports.
- (C) (B) Approved postural supports shall be fastened or tied in a manner which permits quick release by the a "child."
- (E) (C) Under no circumstances shall postural supports include tying, depriving, or limiting the a "child" from use of a child's hands or feet.
- (F) (2) Protective devices including, but not limited to, helmets, elbow guards, and mittens which do not prohibit a child's mobility but rather are used to protect the a "child" from self-injurious behavior and to provide assistance with, but not prohibit, mobility. They are not to be considered restraining devices for the purpose of this regulation section. Protective devices may be used if they are approved in advance by the licensing agency as specified below.
- (E)1- (A) Protective devices may include physician-prescribed or recommended helmets, elbow guards, mittens, and Aa bed rail that extends from the head half the length of the bed and used only for assistance with mobility shall be allowed with prior licensing approval. Bed rails that extend the entire length of the bed are prohibited.
- (b) The caregiver shall contact the licensing or approval agency when a "child" needs postural supports or protective devices.
- (1) Before the caregiver accepts placement of a "child" who requires postural supports or protective devices, the caregiver shall seek approval from the licensing or approval agency.

- (2) If a "child" develops a condition that requires a "child" to use postural supports or protective devices after placement in the home, the caregiver shall ask the licensing or approval agency if the home can still operate under the current license or approval.

89372(e)(20)(B)

- (c) All caregiver requests to use postural supports or protective devices shall be in writing to the licensing or approval agency and include a written order of from a physician indicating the need for such supports or devices. The licensing agency shall be authorized to require other additional documentation in order to evaluate the request.

89372(e)(20)

- (F)1. (1) All requests to use protective devices shall be in writing and include a written order of a physician indicating the need for such devices. In order to evaluate the request, the licensing or approval agency shall be authorized to require additional documentation including, but not limited to, the Individual Program Plan (IPP) as specified in Welfare and Institutions Code Section 4646, and the written consent of the authorized representative, in order to evaluate the request. person or agency responsible for placing a "child."

2. The licensing agency shall have the authority to grant conditional and/or limited approvals to use protective devices.

89372(e)(20)(D)

- (d) The licensing or approval agency shall have the authority to may grant conditional and/or limited approvals to use postural supports or protective devices.

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Welfare and Institutions Code section 4646 provides:

"(a) It is the intent of the Legislature to ensure that the individual program plan and provision of services and supports by the regional center system is centered on the individual and the family of the individual with developmental disabilities and takes into account the needs and preferences of the individual and the family, where appropriate, as well as promoting community integration, independent, productive, and normal lives, and stable and healthy environments. It is the further intent of the Legislature to ensure that the provision of services to consumers and their families be effective in meeting the goals stated in the individual program plan, reflect the preferences and choices of the consumer, and reflect the cost-effective use of public resources.

(b) The individual program plan is developed through a process of individualized needs determination. The individual with developmental disabilities and, where appropriate, his or her parents, legal guardian or conservator, or authorized representative, shall have the opportunity to actively participate in the development of the plan.

(c) An individual program plan shall be developed for any person who, following intake and assessment, is found to be eligible for regional center services. These plans shall be completed within 60 days of the completion of the assessment. At the time of intake, the

regional center shall inform the consumer and, where appropriate, his or her parents, legal guardian or conservator, or authorized representative, of the services available through the local area board and the protection and advocacy agency designated by the Governor pursuant to federal law, and shall provide the address and telephone numbers of those agencies.

(d) Individual program plans shall be prepared jointly by the planning team. Decisions concerning the consumer's goals, objectives, and services and supports that will be included in the consumer's individual program plan and purchased by the regional center or obtained from generic agencies shall be made by agreement between the regional center representative and the consumer or, where appropriate, the parents, legal guardian, conservator, or authorized representative at the program plan meeting.

(e) Regional centers shall comply with the request of a consumer, or where appropriate, the request of his or her parents, legal guardian, or conservator, that a designated representative receive written notice of all meetings to develop or revise his or her individual program plan and of all notices sent to the consumer pursuant to Section 4710. The designated representative may be a parent or family member.

(f) If a final agreement regarding the services and supports to be provided to the consumer cannot be reached at a program plan meeting, then a subsequent program plan meeting shall be convened within 15 days, or later at the request of the consumer or, when appropriate, the parents, legal guardian, conservator, or authorized representative or when agreed to by the planning team. Additional program plan meetings may be held with the agreement of the regional center representative and the consumer or, where appropriate, the parents, legal guardian, conservator, or authorized representative.

(g) An authorized representative of the regional center and the consumer or, where appropriate, his or her parents, legal guardian, or conservator, shall sign the individual program plan prior to its implementation. If the consumer or, where appropriate, his or her parents, legal guardian, or conservator, does not agree with all components of the plan, they may indicate that disagreement on the plan. Disagreement with specific plan components shall not prohibit the implementation of services and supports agreed to by the consumer or, where appropriate, his or her parents, legal guardian, or conservator. If the consumer or, where appropriate, his or her parents, legal guardian, or conservator, does not agree with the plan in whole or in part, he or she shall be sent written notice of the fair hearing rights, as required by Section 4701."

HANDBOOK ENDS HERE

Authority cited: Sections 1530 and 1530.5, Health and Safety Code; Section 16001.9, Welfare and Institutions Code.

Reference: Sections 1501, 1501.1, and 1531, Health and Safety Code; Sections 361.2(j)(1)(A), 4646, and 16001.9, Welfare and Institutions Code; and Unruh Civil Rights Act, Civil Code Section 51.

Amend Section 89510.1 to read:

Post-Hearing: Amend Section 89510.1(b)(1) et seq. to read:

Article 5. SPECIAL HEALTH CARE NEEDS

89510.1 LIMITATIONS ON CAPACITY FOR SPECIALIZED FOSTER FAMILY HOMES

89510.1

- (a) No more than two children with or without special health care needs shall reside even on a temporary basis in a specialized foster family home with the following exceptions:
- (b) A specialized foster family home shall not care for more than two children with or without special health care needs as provided in Welfare and Institutions Code section 17732.
 - (1) A specialized foster family home may accept a third "child" with or without special health care needs provided that the licensed capacity, as determined by the licensing agency under Section 89228, Capacity Determination, is not exceeded, and all of the following conditions are met:
 - (A) The county social worker, regional center caseworker, or authorized representative person or agency responsible for the placement of the placing a third "child" determines the following that:
 - 1. ~~That in the~~ The county or, if the child is a regional center client, or the regional center catchment service area, in which the specialized foster family home is physically located, has no other:
 - a. ~~No other~~ Specialized foster family home, nonspecialized foster family home, small family home, or certified family home is available to meet the needs of the care for a "child" with or without exceeding the two child limit, and special health care needs.
 - b. ~~If the child does not have special health care needs, that no other nonspecialized foster family home, small family home or certified family home is available to meet the needs of the child.~~
 - (B) ~~Each child's~~ The county social worker, regional center caseworker, or authorized representative person or agency responsible for placing each "child" determines that the specialized foster family home can meet their psychological and social needs ~~of the child.~~
 - 1. New determinations are required each time there is an increase or turnover in children and the two-"child" capacity limit is exceeded.

- (C) The individualized health care plan team for each "child with special health care needs" in the specialized foster family home determines that the two-child capacity limit may be exceeded without jeopardizing the placement of a third "child" will not jeopardize their health and safety of the child.

1. New determinations are required each time there is an increase or turnover in children and the two-"child" capacity limit is exceeded.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 17732 provides in part:

"No more than two foster care children shall reside in a specialized foster care home with the following exceptions:

(a) A specialized foster care home may have a third child with or without special health care needs placed in that home provided that the licensed capacity, as determined by the department pursuant to paragraph (6) of subdivision (a) of Section 1502 of the Health and Safety Code is not exceeded and provided that all of the following conditions have been met:

(1) The child's placement worker has determined and documented that no other placement is available.

(2) For each child in placement and the child to be placed, the child's placement worker has determined that his or her psychological and social needs will be met by placement in the home and has documented that determination. New determinations shall be made and documented each time there is an increase or turnover in foster care children and the two-child capacity limit is exceeded.

(3) The individualized health care plan team responsible for the ongoing care of each child with special health care needs involved has determined that the two-child limit may be exceeded without jeopardizing the health and safety of that child, and has documented that determination. New determinations shall be made and documented each time there is an increase or turnover in foster care children and the two-child capacity limit is exceeded...."

HANDBOOK ENDS HERE

- ~~(b) A licensee shall not accept a foster child requiring in-home health care other than family health care, unless the child is a child with special health care needs.~~

Authority cited: Section 17730, Welfare and Institutions Code; Sections 1530, and 1530.5 and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 361.2(j)(1)(A), 17710, 17731, 17732, 17732(a) and 17736(b), Welfare and Institutions Code; and Sections 1502(a), 1507, 1507.2, 1507.5, and 1530.6, and 1531, Health and Safety Code.

Amend Section 89510.2 to read:

Post-Hearing: Amend Section 89510.2 to read:

89510.2 PROHIBITION OF DUAL LICENSURE FOR SPECIALIZED
FOSTER FAMILY HOMES

89510.2

- (a) A ~~foster family home~~ caregiver licensed to operate a specialized foster family home shall not hold any day care, other residential, or health care home license for the same premises as the specialized foster family home ~~while caring for children with special health care needs.~~
- (1) ~~Any foster family home caregiver planning who plans~~ to care for a "child with special health care needs" ~~who~~ and holds any license as specified in (a) above shall surrender the license prior to accepting a "child with special health care needs."

Authority cited: Section 17730, Welfare and Institutions Code; Sections 1530, and 1530.5 ~~and~~ 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 17732, Welfare and Institutions Code; and Section 1531, Health and Safety Code.

Amend Section 89565.1 to read:

Post-Hearing: Amend Section 89565.1(b) to read:

89565.1 CAREGIVER REQUIREMENTS FOR SPECIALIZED FOSTER
FAMILY HOMES

89565.1

- (a) ~~In addition to Section 89465, t~~The caregiver and any other person who is providing provides specialized in-home health care to a "child with special health care needs" as specified in Welfare and Institutions Code section 17731, subsections (c)(3) and (5) shall comply with applicable regulations in Section 89465, Caregiver Requirements and the following requirements: of this section.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 17731, subsections (c)(3) and (5) provide:

"...(c) The county plan shall meet all the requirements specified in this subdivision. The regional center shall not be required to submit a plan. However, all requirements specified in this subdivision shall be met prior to a regional center placement of a child who is not a court dependent and who has special health care needs.

...

...

(3) Foster parents shall be trained by health care professionals pursuant to the discharge plan of the facility releasing the child being placed in, or currently in, foster care. Additional training shall be provided as needed during the placement of the child and to the child's biological parent or parents when the child is being reunified with his or her family.

...

(5) Assistant caregivers, on-call assistants, respite care workers, and other personnel caring for children with special health care needs shall complete training or additional training by a health care professional in accordance with paragraph (3)..."

HANDBOOK ENDS HERE

~~(a)(1)~~

- ~~(b)~~ Prior to Before caring for a "child with special health care needs" or when the a child's needs change, the in-home health care provider caregiver and any other person, as specified in subsection (a), who provides care to a "child with special health care needs" shall complete training in specialized in-home health care provided by a health care professional as required by the a child's individualized health care plan, except when:

- ~~(A)~~ (1) The in-home health care provider caregiver and any other person who provides care to a "child with special health care needs" is a licensed health care professional, and

- (B) (2) ~~The A child's individualized health care plan team determines that completion of specialized in-home health care training for the child is unnecessary based on the basis of the in-home health care provider's medical qualifications and expertise of the caregiver and any other person who provides care to a "child with special health care needs."~~
- (b) ~~Any person providing care to children in a specialized foster family home shall be in good health, and shall be physically, mentally, and occupationally capable of complying with these regulations.~~
- (1) ~~Good health shall be verified by a health screening, including a test for tuberculosis performed by or under the supervision of a physician not more than one year prior to or seven days after presence in the home.~~
- (2) ~~The report, signed by the person performing the health screening, shall indicate the following:~~
- (A) ~~Physical qualifications to perform the duties to be assigned.~~
- (B) ~~The presence of any health condition that would create a hazard to the caregiver, children or staff.~~

Authority cited: Section 17730, Welfare and Institutions Code; Section 1530, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 362.04 and 17731(e), Welfare and Institutions Code; and Sections 1531 and 1562, Health and Safety Code.

Amend Section 89566 to read:

Post-Hearing: Amend Section 89566(a)(2)(B) and (d)(1) to read:

89566 PERSONNEL ADDITIONAL RECORDS FOR SPECIALIZED FOSTER 89566
FAMILY HOMES

- (a) The caregiver shall ensure that the ~~personnel records of~~ for the caregiver and all persons subject to the requirements of any other person as specified in Section 89565.1(a), Caregiver Requirements for Specialized Foster Family Homes, who provides care to a "child with special health care needs," contain the following:
- (1) The caregiver shall have documentation verifying completion of training specified in Section 89565.1, subsection (b), or
- (12) ~~For any training or additional training from which the caregiver or other in-home health care provider is exempt:~~
- (A) ~~Documentation that the child's individualized health care plan team has determined that it is not necessary for the caregiver or other in-home health care provider to complete the specialized in-home health care training or additional training caregiver or any other person who provides care to a "child with special health care needs" is exempt from training as specified in Section 89565.1, subsections (b)(1) and (2). Documentation shall include:~~
- (BA) ~~A copy of a valid license or certificate indicating that he/she the caregiver or any other person who provides care to a "child with special health care needs" is a licensed health care professional, and~~
- (a)(1)(A)1.
- (B) ~~Documentation may be provided in different ways, including, but not limited to, aA written statement from a member designated by the team that the individualized health care plan team for a "child" has been notified and has determined that the specialized in-home health care training specified in Section 89565.1, subsection (b) or additional training is unnecessary. This documentation shall be provided by a member designated by the team.~~
- (2) ~~For any training or additional training from which the caregiver or other in-home health care provider is not exempt:~~
- (A) ~~Documentation, by a health care professional providing the training, that he/she has successfully completed the specialized in-home health care training specified in Section 89565.1(a)(1).~~
- (b) If the caregiver of a foster family home caring for decides to have additional help to care for a "children with special health care needs," shall ensure that employee records contain the following information shall be obtained from all additional help and kept in the records for the specialized home:

- (1) ~~Employee's f~~Full name.
 - (2) Copy of the Driver's License number if the employee is to of any person who will transport foster children. a "child."
 - (3) Date of employment the person started providing additional help in the home.
 - (4) ~~A statement signed by the employee that he/she is at least 18 years of age.~~
 - (54) Home address and phone number.
 - (65) Past related experience, including types of employment and former employers and where this experience was obtained.
 - (76) ~~Duties of the employee.~~
 - (87) ~~Termination d~~Date if no longer employed by the person last worked, if no longer working in the home.
- (c) The caregiver shall keep Rrecords of health screenings and tests for tuberculosis required by ~~Sections 89565.1(b) and (b)(1) shall be~~ Section 89465, subsection (b)(1) on file.
 - (d) The caregiver shall maintain All personnel records shall be maintained at the home; and shall be make them available to the licensing agency to inspect, audit, and copy upon demand during normal business hours. The licensing agency may remove Rrecords may be removed from the home if necessary for copying. Removal of records by the licensing agency shall be subject to the following requirements:
 - (1) Licensing representatives shall not remove any current emergency or health-related information for current caregivers unless the same information is otherwise readily available in another document or format.
 - (2) Prior to removing any children's records from a home, a licensing representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the caregiver.
 - (3) Licensing representatives shall return the children's records to the caregiver undamaged and in good order within three business days following the date the records were removed.
 - (e) The caregiver shall retain All personnel records shall be retained that pertain to persons who provide additional help for at least three years following termination of employment after they no longer work in the home.

Authority cited: Section 17730, Welfare and Institutions Code; Sections 1530, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 17731, Welfare and Institutions Code; and Sections 1501, 1501.1, 1507, 1507.2, 1530.5, and 1531, Health and Safety Code.

Amend Section 89569.1 to read:

Post-Hearing: Amend Section 89569.1 to read:

89569.1 INDIVIDUALIZED HEALTH CARE PLANS FOR SPECIALIZED FOSTER FAMILY HOMES 89569.1

- (a) The caregiver shall not accept a "child with special health care needs" unless the caregiver has obtained an individualized health care plan for the "child." The caregiver shall maintain a copy of the individualized health care plan for a "child," which shall include the following information:
- (1) The name, address, and phone number of the health care professional responsible for monitoring ~~the child's ongoing health care~~ for a "child."
 - (2) The appropriate number of hours of on-site and off-site supervision and monitoring, ~~and the appropriate number of hours of off-site supervision and monitoring, needed that needs~~ to be provided by the ~~monitor designated in Section 89569.1(a)(1), above.~~ health care professional responsible for monitoring ongoing health care for a "child."
 - (3) Documentation by the ~~child's~~ individualized health care plan team ~~identifying~~ for a "child" that identifies the specialized in-home health care to be administered by a health care professional or responsible adult trained by a health care professional.
 - (4) Arrangements for in-home health support services if required.
 - (5) Specific responsibilities of the caregiver for ~~the provision of~~ providing specialized in-home health care, including any required training ~~and/~~ or additional training.
 - (6) Identification of any available and funded medical services that are to be provided to ~~the a~~ a "child" in the specialized foster family home which may include, but is not limited to, assistance from health care professionals.
 - (7) Identification of any psychological, emotional, behavioral, or medical problems that ~~will be~~ are identified in the ~~child's Needs and Services Plan~~ written plan identifying the specific needs and services of the "child," the Pre-Placement Questionnaire as specified in Section 89468, Admission Procedures, or the medical assessment specified in Section 89469, Children's Medical Assessments.
- (b) The individualized health care plan for each "child with special health care needs" shall be updated at least every six months or sooner if the needs of ~~the a~~ a "child" change.
- (1) The caregiver shall maintain a copy of the updated individualized health care plan for each "child" as specified in Section 89370, Children's Records.
- (c) ~~For any child with special health care needs~~ The hospital discharge plan may be adopted by the individualized health care plan team as the child's individualized health care plan for a "child."

- (d) The individualized health care plan for a "child" may be combined with the ~~child's needs and services plan~~ written plan identifying the specific needs and services of the "child," the Pre-Placement Questionnaire as specified in Section 89468, Admission Procedures, or regional center the individual program plan from the regional center for a "child" provided that all the information required by each plan is included.

Authority cited: Section 17730, Welfare and Institutions Code; Section 1530, and 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 1531, Health and Safety Code; and Sections 361.2(j)(1)(A), 17710, 17731, 17731(c), and 17732(a), Welfare and Institutions Code.

Repeal Section 89570.1:

89570.1 ADDITIONAL CHILDREN'S RECORDS FOR SPECIALIZED
 FOSTER FAMILY HOMES

89570.1

- (a) ~~In addition to Section 89370, the caregiver shall ensure that records for each child with special health care needs contain the following:~~
 - (1) ~~Documentation that the child has been adjudged a dependent of the court under Section 300 of the Welfare and Institutions Code or has not been adjudged a dependent of the court pursuant to Section 300 but is in the custody of the county welfare department, or has a developmental disability and is receiving services and case management from a regional center.~~
 - (2) ~~A copy of the child's individualized health care plan as specified in Section 89569.1.~~
 - (3) ~~A copy of the written reassessment of the child's individualized health care plan as specified in Section 89569.1(b).~~
- (b) ~~The caregiver of a specialized foster family home not exceeding the two-child capacity limit shall ensure that each child's Needs and Services Plan contains the following information in addition to the information required in Section 89468.~~
 - (1) ~~Documentation by the child's county social worker, regional center caseworker or authorized representative that the needs of the child can be met by the home.~~
 - (A) ~~New documentation shall be obtained for all children and placed in the respective Needs and Services Plans each time there is an increase or turnover in children and the home meets the conditions described in above Section 89570.1(b).~~
- (c) ~~If a third child is placed in a specialized foster family home, the caregiver shall ensure that:~~
 - (1) ~~The Needs and Services Plan for the third child documents the determination specified in Section 89510.1(a)(1)(A).~~
 - (2) ~~The Needs and Services Plan for each child in the home documents the determinations specified in Sections 89510.1(a)(1)(B) and (B)1.~~
 - (3) ~~The individualized health care plan for each child with special health care needs documents the determinations specified in Sections 89510.1(a)(1)(C) and (C)1.~~
 - (A) ~~Documentation may be provided in different ways, including, but not limited to, a written statement from a member designated by the team that the team has been notified and has determined that the two-child limit may be exceeded.~~

Authority cited: Section 17730, Welfare and Institutions Code; Sections 1530, 1530.5, and 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 17710, 17731, and 17732(a), Welfare and Institutions Code and Section 1531, Health and Safety Code.

Amend Section 89572.2 to read:

Post-Hearing: Amend Section 89572.2 to read:

89572.2 PERSONAL RIGHTS FOR CHILDREN WITH SPECIAL
HEALTH CARE NEEDS

89572.2

(a) ~~Children~~ A "child with special health care needs" ~~are~~ is afforded all of the personal rights specified in Section 89372, Personal Rights ~~with the following modifications.~~ Additionally, the following personal rights shall be afforded:

(1) ~~Section 89372(e)(8) shall not apply to children with special health care needs. A~~ "child with special health care needs" has the right to be free of the administration of medication or chemical substances except as specifically provided in ~~a child's~~ the individualized health care plan: for a "child."

(2) ~~Section 89372(e)(19), shall not apply to children with special health care needs. A~~ "child with special health care needs" has the right to be free from any restraining/ or postural support device except as required to treat the ~~child's~~ specific medical symptoms of a "child" and addressed or outlined in the ~~child's~~ individualized health care plan: for the "child."

(A) Physical restraining devices may be used for the protection of a "child with special health care needs" during treatment and diagnostic procedures ~~such as, but not limited to, intravenous therapy or catheterization procedures.~~ The restraining device, which shall not have a locking device, shall be applied for no longer than the time required to complete the treatment and shall be applied in conformance with the ~~child's~~ individualized health care plan: for a "child." The ~~child's~~ individualized health care plan for a "child" shall include all of the following:

1. The specific medical symptom(s) that require use of the restraining device.
2. An evaluation of less restrictive therapeutic interventions and the reason(s) for ruling out these other practices ~~as ineffective.~~
3. A written order by the ~~child's~~ physician: of a "child." The order must specify the duration and circumstances under which the restraining device is to be used.

(B) Postural supports as specified in Sections ~~89372(e)(19)(A), half bedrails)~~ 89475.2, subsections (a)(1)(A) through (C), and protective devices as specified in Section 89372(e)(19)(F) 89475.2, subsection (a)(2)(A), may be used if prescribed in the individualized health care plan: for a "child." The ~~use of a postural support or protective device and the method of application shall be specified in the child's individualized health care plan for a "child" and approved in writing by the child's physician: for a "child."~~

Authority cited: Section 17730, Welfare and Institutions Code; Section 1530, Health and Safety Code; ~~Section 16001.9, Welfare and Institutions Code;~~ and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Sections 361.2(j)(1)(A), 16001.9, 17730 and 17736, Welfare and Institutions Code.

Amend Section 89587.1 to read:

Post-Hearing: Amend Section 89587.1 to read:

89587.1 ADDITIONAL BUILDINGS AND GROUNDS REQUIREMENTS
FOR SPECIALIZED FOSTER FAMILY HOMES

89587.1

- (a) Areas in the home, ~~including that include~~, but are not limited to, bedrooms, bathrooms, toilets, dining areas, passageways, and recreational spaces used by a "child with special health care needs" shall be large enough to accommodate any medical equipment ~~needed by the~~ that a "child" needs therein.
- (1) ~~A B~~bedrooms that is occupied by a "children with special health care needs" shall be large enough to allow ~~the~~ storage of each child's personal items and any required medical equipment or assistive devices, including wheelchairs, adjacent to ~~the a~~ a child's bed.
- (A) The bedroom shall be large enough to permit unobstructed bedside ~~ministration of assistance with~~ medical procedures and medications.
- (b) Notwithstanding Section 89387, subsection (a)(1), a bedroom used by a "child with special health care needs" shall not be shared with another ~~minor residing child who resides~~ child who resides in the home if ~~the a~~ a child's need for medical services or ~~the a~~ a child's medical condition would be incompatible with ~~the each child's~~ each child's use and enjoyment of the bedroom ~~by each minor~~.
- (c) When required by the ~~child's~~ individualized health care plan, for a "child," the caregiver(s) or other adult caring for ~~the a~~ a "child" shall sleep in a bedroom adjacent or in close proximity to the child's room or use a monitoring device to alert the caregiver.

Authority cited: Section 17730, Welfare and Institutions Code; Section 1530, and 1530.5, ~~and~~ 1531, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001).

Reference: Section 1531, Health and Safety Code; and Sections 361.2(j) - (j)(1)(C), and 17732, Welfare and Institutions Code.

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



To:

Subject: NOTICE OF OPERATION IN VIOLATION OF LAW

Location:

You are hereby notified that the facility at the above location is operating without a license in violation of California Health and Safety Code Sections 1508, 1568.03, 1569.10, or 1596.80. These sections prohibit any person, firm, partnership, association, or corporation within the state from operating, establishing, managing, conducting, or maintaining a community care facility, residential care facility for chronically ill, residential care facility for the elderly, or child care facility in this state without a current valid license. In accordance with Health and Safety Code Sections 1540, 1541, 1568.03, 1568.0823, 1569.40, 1569.41, 1596.89 and/or 1596.890 and other applicable laws, your continued operation without a license could result in civil and/or criminal action being taken against you.

You may file an application for license by contacting the licensing agency at _____ if the Department has not taken any of the following actions in accordance with Health and Safety Code Section 1520.3, 1550.5, 1568.065, 1569.16, 1569.50, 1596.851, or 1596.885:

- Denied your license application within the last 12 months;
- Currently suspended your license;
- Revoked your license or certification within the last 2 years; and
- Excluded you from licensed facilities without reinstatement.

However, continued operation pending process of your application is a violation of law, subject to civil penalties under Health and Safety Code Section 1547, 1568.0821, 1569.485, or 1596.893b, and applicable regulations, as well as other actions by the Department.

Regional Office Manager/
County Licensing Office Manager

Date of Issuance

**CHILD ABUSE CENTRAL INDEX CHECK FOR
STATE LICENSED FACILITIES**

DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING
CAREGIVER BACKGROUND CHECK BUREAU
744 P ST., MS 19-62
SACRAMENTO, CA 95814

Complete ALL items checked (✓)

Include \$15.00 for each Child Abuse Central Index Check. (There is no exemption from this fee) Make check or money order payable to the Department of Justice.

NOTE: APPLICANT/LICENSEE MUST SEND THIS FORM DIRECTLY TO DEPARTMENT OF JUSTICE,
P.O. BOX 903417, SACRAMENTO, CA 94283-4170.

We are required by law to check the Child Abuse Central Index for all persons who apply for a license or seek employment in a child care or residential facility caring for children. Persons required to submit a fingerprint card for a child care facility (day or residential) must also fill out this form. Please complete the information below. The Licensee is responsible for submitting fingerprint cards and this form to the Department of Justice along with appropriate fees.

TYPE OR PRINT INFORMATION

✓ DATE SENT _____

NAME: LAST		FIRST	MIDDLE
DATE OF BIRTH — MO., DAY, YEAR		SOCIAL SECURITY NUMBER	
MAIDEN NAME:		NAME/AKA:	
NAME/AKA:		NAME/AKA:	
CURRENT ADDRESS	STREET	CITY	STATE ZIP CODE
☐ MALE ☐ FEMALE		FACILITY TELEPHONE NUMBER ✓	DRIVER'S LICENSE NUMBER ✓

✓ FACILITY NUMBER: _____

✓ FACILITY NAME: _____

✓ FACILITY ADDRESS: _____

STREET CITY STATE ZIP CODE

✓ **PERSONNEL TYPE OPTIONS**

- | | | |
|--|---|--|
| A ☐ FACILITY ADMINISTRATOR/DIRECTOR | F ☐ CERTIFIED HOME (FFA) | S ☐ SPOUSE OF LICENSEE
(Unless included as a licensee) |
| C ☐ CORPORATION BOARD MEMBER | L ☐ LICENSEE/APPLICANT | U ☐ UNKNOWN |
| E ☐ EMPLOYEE | N ☐ NONCLIENT ADULT RESIDENT | |
| | P ☐ PARTNERSHIP MEMBER | |

**FOR LICENSING OFFICE USE ONLY
FOR FOLLOW-UP ONLY**

Original Date Sent _____ Date Re-sent _____

FOR DEPARTMENT OF JUSTICE USE ONLY

The result of a name search in the Child Abuse Central Index is as follows:

- ☐ The subject of the attached report **MAY** be the same as the subject of your inquiry.
- ☐ No record on the above listed person.
- ☐ Too many possible matches to identify. See attached listing.

NEW**CHILD ABUSE CENTRAL INDEX CHECK FOR
STATE LICENSED FACILITIES**

DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING
CAREGIVER BACKGROUND CHECK BUREAU
744 P ST., MS 19-62
SACRAMENTO, CA 95814

Complete ALL items checked (✓)

Include \$15.00 for each Child Abuse Central Index Check. (There is no exemption from this fee) Make check or money order payable to the Department of Justice.

All persons subject to a background check are also subject to a Child Abuse Central Index (CACI) check, if the facility to which they are associated provides care and supervision to children. This includes all child care centers; family child care homes; children's residential homes and facilities; and adult residential facilities if, through an approved exception or a specialized license, they provide care to a person under age 18.

If the person is submitting fingerprints for a criminal record background check, a request for a check of the CACI will be transmitted to the Department of Justice at the same time.

If a CACI check is required subsequent to a California Department of Social Services (CDSS) processed criminal record background check, it is the licensee's responsibility to submit this form and appropriate fees directly to the Department of Justice, P. O. Box 903417, Sacramento, CA 94203-4170.

TYPE OR PRINT INFORMATION

✓ DATE SENT _____

NAME: LAST FIRST MIDDLE

✓

DATE OF BIRTH — MO., DAY, YEAR

SOCIAL SECURITY NUMBER - SEE PRIVACY STATEMENT ON PAGE 2.

✓

List all other names you have ever used:

MAIDEN NAME: NAME/AKA:

✓

NAME/AKA: NAME/AKA:

✓

CURRENT ADDRESS STREET CITY STATE ZIP CODE

✓

FACILITY TELEPHONE NUMBER ✓ DRIVER'S LICENSE NUMBER ✓

MALE FEMALE

✓ FACILITY NUMBER: _____

✓ FACILITY NAME: _____

✓ FACILITY ADDRESS: _____

STREET CITY STATE ZIP CODE

✓ **PERSONNEL TYPE OPTIONS**A ☐ FACILITY ADMINISTRATOR/DIRECTORF ☐ CERTIFIED HOME (FFA)S ☐ SPOUSE OF LICENSEE
(Unless included as a
licensee)C ☐ CORPORATION BOARD MEMBERL ☐ LICENSEE/APPLICANTN ☐ NONCLIENT ADULT RESIDENTU ☐ UNKNOWNE ☐ EMPLOYEEP ☐ PARTNERSHIP MEMBER**FOR LICENSING OFFICE USE ONLY
FOR FOLLOW-UP ONLY**

Original Date Sent _____ Date Re-sent _____

FOR DEPARTMENT OF JUSTICE USE ONLY

The result of a name search in the Child Abuse Central Index is as follows:

☐ The subject of the attached report MAY be the same as the subject of your inquiry.☐ No record on the above listed person.☐ Too many possible matches to identify. See attached listing.

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code section 1798 et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.

In order to be licensed, work at, or be present at, a licensed facility, the law requires that you complete a criminal background check. (Health and Safety Code sections 1522, 1568.09, 1569.17 and 1596.871). The Department will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the Department (Civil Code section 1798 et seq.). Under the California Public Records Act, the Department may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.

NOTE; IMPORTANT INFORMATION

The Department is required to tell people who ask, including the press, if some one in a licensed facility has a criminal record exemption. The Department must also tell people who ask, the name of a licensed facility that has a licensee, employee, resident, or other person with a criminal record exemption.

If you have any questions about this form, please contact your local licensing regional office.

FOSTER FAMILY HOME APPLICATION

Type or print clearly. See back for explanation.

AGENCY USE ONLY

NUMBER:

TYPE:

ASSIGN:

1. APPLICANT(S) First	Middle	Last Name
2. APPLICANT(S) AGE Over 18 Years Old ☐ Yes ☐ No 5a. PREVIOUSLY LICENSED, CERTIFIED OR APPROVED: ☐ Yes ☐ No		
3. TYPE APPLICATION ☐ New Application ☐ Modification ☐ Location Change 5b. PREVIOUS DENIAL, EXCLUSION, REVOCATION, ADMINISTRATIVE ACTION OR DECERTIFICATION ☐ Yes ☐ No		
4. TOTAL CAPACITY REQUESTED 6a. RESIDENCE/ ADDRESS		
9a. BODY OF WATER: ☐ Yes ☐ No 9b. PROVIDE DESCRIPTION OF BODY OF WATER:		

11. ADULTS IN THE HOME (Ages 18 and over)

First Name	Middle	Last Name	D.O.B.	Relationship to You

12. CURRENT CHILDREN IN YOUR HOME (DO NOT LIST NAMES)

Relationship	D.O.B.	Sex	Relationship	D.O.B.	Sex	Relationship	D.O.B.	Sex
1.			3			5		
2.			4			6		

13. PREFERRED AGE AND SEX OF CHILDREN:**PREFERRED TYPE OF CHILDREN:**

Ages 0 months to 2 years ☐ (Male) ☐ (Female)

Ages 2 years to 9 years ☐ (Male) ☐ (Female)

Ages 10 years to 17 years ☐ (Male) ☐ (Female)

☐ Non-Ambulatory

☐ Ambulatory

☐ Special Health Needs

14. APPLICANT DECLARATION - I/We declare that: (please initial)

- A. I/We have money to maintain the level of service required in a Foster Family Home by Law. _____ (initials) (H&SC 1520(c))
- B. I/We shall seek an approved fire clearance if accepting nonambulatory children. _____ (initials) (Section 89420)
- C. I/We have read and understand the regulations and shall comply with the laws and regulations governing standards for a Foster Family Home. _____ (initials) (Section 89317)
- D. I/We shall file a modified application before requesting changes in our license or changing location. _____ (initials) (Section 89234)
- E. I/We shall notify the licensing agency when we want to discontinue our license. _____ (initials) (Section 89235)
- F. I/We have received read and understand the Children's Personal Rights. _____ (initials) (Section 89468)
- G. I/We will maintain adequate safeguards and accurate records of all cash resources entrusted to the home, in accordance with regulations of the State Department of Social Services. _____ (initials) (Section 89226)
- H. I/We have control of the residence listed in Section #6a. _____ (initials) (H&SC 1502(a)(5))

15. PERJURY STATEMENT - I/We declare under penalty of perjury that the statements on this application and accompanying attachments are correct to the best of my/our knowledge.

Applicant(s) Signature(s)	City and County where Signed	Date

INSTRUCTIONS FOR FOSTER FAMILY HOME APPLICATION

This is the application form for a Foster Family Home license. The numbers on this page are the same as on the front. Information on this form is public information.

1. **APPLICANT(S)** - The applicants are the persons who will be responsible for providing care in their own home. All the applicants must live in the home to be licensed.
2. **APPLICANT(S) AGE** - A person must be at least 18 years of age or older to be licensed for care. A "Yes" check means all the applicants are 18 years of age or older.
3. **TYPE APPLICATION** - A New Application is a request to license both an individual and a home that are not now licensed. A Location Change is a request by a licensee to change their license to a home in another location. A Modification is a change to the existing license, such as a change in capacity, structure, changes of term and conditions and types of children.
4. **TOTAL CAPACITY REQUESTED** - Please provide the number of children you plan to serve (no more than 6 children).
- 5a. **PREVIOUSLY LICENSED, CERTIFIED OR APPROVED** - All prior or pending licenses, approvals, certifications, or vendor approvals must be explained on a separate sheet and submitted with your application.
- 5b. **PREVIOUS DENIAL, EXCLUSION, REVOCATION, ADMINISTRATIVE ACTION OR DECERTIFICATION** - All prior or pending licensure revocations, denials, exclusions, decertifications or revoked vendor certifications must be explained on a separate sheet and submitted with your application.
- 6a. **RESIDENCE/ADDRESS** - Your residence/address is the location of the home in which you live and want to provide care. This is the residence/address that the licensing agency will review to determine whether care can be provided in the home.
- 6b. **CHECK ONE** - Check whether you own, rent or lease your place of residence.
7. **MAJOR CROSS STREETS** - The cross streets to your home are helpful to licensing agency in finding your home. If your home is difficult to find, please also attach a sketch or map with landmarks or major cross streets.
- 8a. **DAYS & HOURS APPLICANT(S) CAN BE REACHED** - Provide the days and hours you can be reached in case of an emergency.
- 8b. **HOME PHONE** - Provide your home telephone number.
- 8c. **DAYTIME PHONE** - Provide a telephone number where you can be reached during the days and hours provided in 8a.
- 9a. **BODY OF WATER** - You must inform your licensing office if there is a body of water located on the property. Some important examples would be: swimming pool, fish pond, fountain, private well, etc.
- 9b. **PROVIDE DESCRIPTION** - Please provide a description of the body of water. Include location and size.
10. **WEAPONS IN HOME** - You must inform your licensing office if there are firearms or other dangerous weapons in the home.
11. **ADULTS IN THE HOME** - List all adults who live in your home including yourself, family members, boarders or other relatives. Do not list your own children under 18, guardianship or foster children. If you do not have enough space attach additional paper.
12. **CURRENT CHILDREN IN YOUR HOME** - List only the relationship, date of birth and sex of all children you are currently caring for. Do not list the names of children on this form.
13. **PREFERRED AGE AND SEX OF CHILDREN & PREFERRED TYPE OF CHILDREN** - By completing each section you are simply providing your placement worker with an idea of the types of children you are interested in caring for within each age group and each category. **Please note this section is informational only.**
14. **APPLICANT DECLARATION** - You need to declare to the licensing agency that you have enough money to maintain your home, you have basic fire protection, you will comply with licensing laws and regulations and you will notify the licensing agency whenever you plan to change your license. The presence of situations that may pose a danger must be reported to the licensing agency. Some important examples that you must report are: pools, guns and animals. Review and declare compliance by initialing each of the caregiver's responsibilities listed.
15. **PERJURY STATEMENT** - Each applicant must sign the application. The signatures should be the same as the names listed on the top of the form. The signature is signed under a perjury oath.

OUT-OF-STATE DISCLOSURE & CRIMINAL RECORD STATEMENT

Foster Family Homes, Small Family Homes, Certified Family Homes

*Complete both pages and sign on page 2.***I. OUT-OF-STATE DISCLOSURE**

Foster Family Homes, Small Family Homes, Certified Family Homes, and approved homes at time of application only

Have you lived in a state other than California within the last five years? ☐ YES ☐ NO

If YES, identify each state and complete an LIC 198B for each state listed:

II. CRIMINAL RECORD STATEMENT

Foster Family Homes, Small Family Homes, Certified Family Homes

*State law requires that a person associated with licensed facilities or approved homes be fingerprinted, and disclose any conviction. A conviction is a plea of guilty, nolo contendere (no contest), or a verdict of guilty. The fingerprints will be used to obtain a copy of any criminal history you have.*Have you ever been convicted of a crime in California? ☐ YES ☐ NOHave you ever been convicted of a crime in another state, federal court, military, or a jurisdiction outside of the U.S.? ☐ YES ☐ NO

For Foster Family and Certified Family Homes only:

Have you ever been arrested for a crime against a child or for spousal/cohabitant abuse? ☐ YES ☐ NOCriminal convictions from another State or Federal court are considered the same as criminal convictions in California

If YES, give details on the back of this page indicating the nature and circumstances of each crime, date and location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

- It happened a long time ago;
- It was only a misdemeanor;
- You didn't have to go to court (your attorney went for you);
- You had no jail time or the sentence was only a fine or probation;
- You received a certificate of rehabilitation; or
- The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) WILL RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.		
FACILITY OR CAREGIVER NAME		FACILITY NUMBER
YOUR NAME (Print clearly)		
YOUR ADDRESS (street, city, zip)		
SOCIAL SECURITY NUMBER (SEE PRIVACY STATEMENT ON REVERSE)	DRIVER'S LICENSE NUMBER/STATE	DATE OF BIRTH
SIGNATURE		DATE

INSTRUCTIONS TO RESPONDENT:

If you have been convicted of a crime in California, another state, or in federal court, provide the following information:

What was the offense? _____

In which state and city did you commit the offense? _____

When did this happen? _____

Tell us what happened. (Use additional paper if needed) _____

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge

Signature _____

Date _____

If you have any questions about this form, please contact your local licensing regional office or approval agency.

INSTRUCTIONS TO LICENSEES ONLY:

If the person discloses a criminal conviction, review the person's statement and discuss it with your Licensing Program Analyst (LPA). Maintain this form in your facility personnel file and send a copy to your LPA.

INSTRUCTIONS TO REGIONAL OFFICES AND FOSTER FAMILY AGENCIES:

If the person discloses that they have lived in another state within the last five (5) years, send this form and LIC 198B(s) by fax, mail or email to the Caregiver Background Check Bureau, 744 P Street, MS 19-62, Sacramento, CA 95814, fax number (916) 274-6205, email address: CBCBOutOfStateCACI@dss.ca.gov.

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798 et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.

In order to be approved, licensed, work at, or be present at, a licensed facility, the law requires that you complete a criminal background check. (Health and Safety Code sections 1522, 1568.09, 1569.17 and 1596.871; Welfare and Institutions Code section 361.4) The licensing or approval agency will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the licensing or approval agency (Civil Code section 1798 et seq.). Under the California Public Records Act, the licensing or approval agency may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.

**DOCUMENTED ALTERNATIVE PLAN
FOSTER FAMILY HOMES
(BEDROOMS)**

APPLICANT/CAREGIVER FOSTER FAMILY HOME

ADDRESS

CITY, STATE, ZIP CODE

FOSTER FAMILY HOME FILE NUMBER

Bedrooms (Section 89387(a) Discussion of Alternative Plan: _____

Name of Child

Sex

Date of Birth

_____	_____	_____
_____	_____	_____
_____	_____	_____

Placement Worker's Name: _____ Telephone Number: _____

Did the Placement Worker approve the Documented Alternative Plan? _____ Yes _____ No

Caregiver/Applicant Signature _____ Date _____

FOR LICENSING OFFICE USE ONLY - DO NOT FILL IN BELOW

- ☐ Your request is hereby granted pursuant to the California Code of Regulations, Title 22, Division 6, Chapter 9.5

LIMITATIONS OF ALTERNATIVE PLAN:

- ☐ This alternative plan is denied based on the following: _____

Licensing Evaluator Signature/Date

Licensing Supervisor Signature/Date

Licensing Office

**DOCUMENTED ALTERNATIVE PLAN
FOSTER FAMILY HOMES
(TELEPHONES)**_____
APPLICANT/CAREGIVER FOSTER FAMILY HOME_____
ADDRESS_____
CITY, STATE, ZIP CODE_____
FOSTER FAMILY HOME FILE NUMBER

Telephones (Section 89373) Discussion of Alternative Plan: _____

Caregiver/Applicant Signature _____ Date _____

FOR LICENSING OFFICE USE ONLY - DO NOT FILL IN BELOW

- ☐ Your request is hereby granted pursuant to the California Code of Regulations, Title 22, Division 6, Chapter 9.5

LIMITATIONS OF ALTERNATIVE PLAN:

- ☐ This alternative plan is denied based on the following: _____

Licensing Evaluator Signature/Date_____
Licensing Supervisor Signature/Date_____
Licensing Office

SAMPLE

MAR 26 2002

CRIMINAL BACKGROUND CLEARANCE TRANSFER REQUESTOLD

Active criminal record clearances may be transferred from one state licensed facility to another by a license applicant or licensee. ~~Clearances cannot be transferred from a state licensed facility to a county licensed facility, or from county to state.~~ transfer request must be submitted to the Department before the individual who is the subject of the transfer client contact or the facility will be in violation of the law and subject to a \$100 civil penalty.

The license applicant or licensee who is seeking the transfer must verify the individual's identity and include a copy of the person's driver's license or a valid photo identification issued by the California Department of Motor Vehicles or by another state or the United States government if the person is not a California resident. Additionally, a Child Abuse Central Index (CACI) check must be submitted if the transfer is to a facility serving children and the individual has not previously submitted a CACI check or the date of the previous CACI inquiry was made prior to January 1, 1999. The CACI must be mailed directly to the Department of Justice with the applicable fee. *Note: This transfer request is for clearances only. Contact your licensing office for information about exemption transfers.*

PLEASE TYPE OR PRINT LEGIBLY

DATE:

PLEASE TRANSFER THE CRIMINAL RECORD CLEARANCE FOR THE FOLLOWING INDIVIDUAL:

LAST NAME	FIRST NAME	MIDDLE INITIAL
CA DRIVER'S LICENSE #/OR ID #:		DOB:
LICENSING INFORMATION SYSTEM ID#:		SSN: (OPTIONAL)

FROM THE FOLLOWING FACILITY:

NAME OF FACILITY:	FACILITY NUMBER:	
STREET ADDRESS:		
CITY	STATE	ZIP CODE:

TO THE FOLLOWING FACILITY: ☐ PLEASE ALSO KEEP THIS INDIVIDUAL ASSOCIATED WITH ABOVE FACILITY.

NAME OF FACILITY:		Transferee Association Type ☐ Facility Administrator ☐ Corporation Board Member ☐ Employee ☐ Certified Home ☐ Licensee/Applicant ☐ Non-client Adult Resident ☐ Partnership Member ☐ Spouse of Licensee	
FACILITY NUMBER:	DATE OF EMPLOYMENT:		
STREET ADDRESS:			
CITY	STATE		ZIP CODE:
I certify I have verified the above individual's identity and have enclosed a copy of the individual's photo I.D.			Title (licensee, administrator, director)
Signature			

OF TRANSFER ENTRY:

FOR DISTRICT OFFICE USE ONLY

INITIAL OF PERSON ENTERING TRANSFER:

CRIMINAL BACKGROUND CLEARANCE TRANSFER REQUEST

Active criminal record clearances may be transferred from one state licensed facility to another by a license applicant or licensee. **The transfer request must be submitted to the Department before the individual who is the subject of the transfer has client contact or the facility will be in violation of the law and subject to a \$100 civil penalty.**

The license applicant or licensee who is seeking the transfer must verify the individual's identity and include a copy of the person's driver's license or a valid photo identification issued by the California Department of Motor Vehicles or by another state or the United States government if the person is not a California resident. Additionally, a Child Abuse Central Index (CACI) check must be submitted if the transfer is to a facility serving children and the individual has not previously submitted a CACI check or the date of the previous CACI inquiry was made prior to January 1, 1999. The CACI must be mailed directly to the Department of Justice with the applicable fee. *Note: This transfer request is for clearances only. Contact your licensing office for information about exemption transfers.*

This form may only be used to request a clearance transfer between state licensed facilities. To request a transfer between county and state licensed facilities, the requesting Licensing Agency must contact their county liaison.

PLEASE TYPE OR PRINT LEGIBLY

DATE:

PLEASE TRANSFER THE CRIMINAL RECORD CLEARANCE FOR THE FOLLOWING INDIVIDUAL:

LAST NAME	FIRST NAME	MIDDLE INITIAL
CA DRIVER'S LICENSE #/OR ID #:		DOB:
LICENSING INFORMATION SYSTEM ID#:		SSN: (OPTIONAL)

FROM THE FOLLOWING FACILITY:

NAME OF FACILITY:	FACILITY NUMBER:
STREET ADDRESS:	
CITY	STATE
ZIP CODE:	

TO THE FOLLOWING FACILITY: ☐ **PLEASE ALSO KEEP THIS INDIVIDUAL ASSOCIATED WITH ABOVE FACILITY.**

NAME OF FACILITY:		Transferee Association Type ☐ Facility Administrator ☐ Corporation Board Member ☐ Employee ☐ Certified Home ☐ Licensee/Applicant ☐ Non-client Adult Resident ☐ Partnership Member ☐ Spouse of Licensee
FACILITY NUMBER:	DATE OF EMPLOYMENT:	
STREET ADDRESS:		
CITY	STATE	
ZIP CODE:		Title (licensee, administrator, director)
I certify I have verified the above individual's identity and have enclosed a copy of the individual's photo I.D.		
Signature		

FOR DISTRICT OFFICE USE ONLY

DATE OF TRANSFER ENTRY:	INITIAL OF PERSON ENTERING TRANSFER:
-------------------------	--------------------------------------

FILE IN NEWLY ASSOCIATED FACILITY FILE

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code section 1798 et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.

In order to be licensed, work at, or be present at, a licensed facility, the law requires that you complete a criminal background check. (Health and Safety Code sections 1522, 1568.09, 1569.17 and 1596.871). The Department will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the Department (Civil Code section 1798 et seq.). Under the California Public Records Act, the Department may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.

NOTE: IMPORTANT INFORMATION

The Department is required to tell people who ask, including the press, if someone in a licensed facility has a criminal record exemption. The Department must also tell people who ask the name of a licensed facility that has a licensee, employee, resident, or other person with a criminal record exemption.

If you have any questions about this form, please contact your local licensing regional office.

SAMPLE

MAR 26 2

CRIMINAL RECORD EXEMPTION TRANSFER REQUESTOLD

Active criminal record exemptions may be transferred from one state licensed facility to another by a license applicant or licensee. ~~Exemptions cannot be transferred from a state licensed facility to a county licensed facility or from county to state.~~ transfer request must be submitted to the Department before the individual who is the subject of the transfer client contact or the facility will be in violation of the law and subject to a \$100 civil penalty.

The license applicant or licensee who is seeking the exemption transfer must verify the individual's identity and include a copy of the person's driver's license or a valid photo identification issued by the California Department of Motor Vehicles or by another state or the United States government if the person is not a California resident, ~~a duty statement or job description, and a Criminal Record Statement (LIC-508).~~ The LIC-508 must contain an explanation(s) of all convictions. Additionally, a Child Abuse Central Index (CACI) check must be submitted if the exemption transfer is to a facility serving children and the individual has not previously submitted a CACI check or the date of the previous CACI inquiry was made prior to January 1, 1999. The CACI must be mailed directly to the Department of Justice with the applicable fee.

PLEASE TYPE OR PRINT LEGIBLY

DATE:

PLEASE TRANSFER THE CRIMINAL RECORD EXEMPTION FOR:

LAST NAME	FIRST NAME	MIDDLE INITIAL
CA DRIVER'S LICENSE # or ID #:		DOB:
LICENSING INFORMATION SYSTEM ID #:		SSN: (OPTIONAL)

FROM THE FOLLOWING FACILITY:

NAME OF FACILITY:	FACILITY NUMBER:	
STREET ADDRESS:		
CITY	STATE	ZIP CODE

TO THE FOLLOWING FACILITY:

NAME OF FACILITY:	Transferee Association Type	
FACILITY NUMBER:	DATE OF EMPLOYMENT:	☐ Facility Administrator
STREET ADDRESS:		☐ Corporation Board Member
CITY	STATE	☐ Employee
ZIP CODE:		☐ Certified Home
		☐ Licensee/Applicant
		☐ Non-client Adult Resident
		☐ Partnership Member
		☐ Spouse of Licensee
I certify I have verified the above individual's identity and have enclosed a copy of the individual's photo I.D.		Title (licensee, administrator, director)
Signature		

FOR DISTRICT OFFICE USE ONLY

OF EXEMPTION TRANSFER ENTRY:

INITIAL OF PERSON ENTERING TRANSFER:

NEW**CRIMINAL RECORD EXEMPTION TRANSFER REQUEST**

Active criminal record exemptions may be transferred from one state licensed facility to another by a license applicant or licensee. **The transfer must be approved by the Department before the individual who is the subject of the transfer has client contact or the facility will be in violation of the law and subject to a \$100 civil penalty.**

The license applicant or licensee who is seeking the exemption transfer must verify the individual's identity and include a copy of the person's driver's license or a valid photo identification issued by the California Department of Motor Vehicles or by another state or the United States government if the person is not a California resident. Additionally, a Child Abuse Central Index (CACI) check must be submitted **if** the exemption transfer is to a facility serving children and the individual has not previously submitted a CACI check or the date of the previous CACI inquiry was prior to January 1, 1999. The CACI must be mailed directly to the Department of Justice with the applicable fee.

NEW
This form may only be used to request an exemption transfer between state licensed facilities. To request a transfer between county and state licensed facilities, the requesting Licensing Agency must contact their county liaison.

PLEASE TYPE OR PRINT LEGIBLY

DATE:

PLEASE TRANSFER THE CRIMINAL RECORD EXEMPTION FOR:

LAST NAME

FIRST NAME

MIDDLE INITIAL

CA DRIVER'S LICENSE # or ID #:

DOB:

LICENSING INFORMATION SYSTEM ID #:

SSN: (OPTIONAL)

FROM THE FOLLOWING FACILITY:

NAME OF FACILITY:

FACILITY NUMBER:

STREET ADDRESS:

CITY

STATE

ZIP CODE

TO THE FOLLOWING FACILITY:

NAME OF FACILITY:

Transferee Association Type

FACILITY NUMBER:

DATE OF EMPLOYMENT:

- ☐ Facility Administrator
- ☐ Corporation Board Member
- ☐ Employee
- ☐ Certified Home
- ☐ Licensee/Applicant
- ☐ Non-client Adult Resident
- ☐ Partnership Member
- ☐ Spouse of Licensee

STREET ADDRESS:

CITY

STATE

ZIP CODE

I certify I have verified the above individual's identity and have enclosed a copy of the individual's photo I.D.

Title (licensee, administrator, director)

Signature

FOR DISTRICT OFFICE USE ONLY

DATE OF EXEMPTION TRANSFER ENTRY:

INITIAL OF PERSON ENTERING TRANSFER:

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NOTE: IMPORTANT INFORMATION

The Department is required to tell people who ask, including the press, if someone in a licensed facility has a criminal record exemption. The Department must also tell people who ask the name of a licensed facility that has a licensee, employee, resident, or other person with a criminal record exemption.

If you have any questions about this form, please contact your local licensing regional office.

PRE-PLACEMENT QUESTIONNAIRE

INSTRUCTIONS: If the caregiver does not receive the Health and Education Passport for a "child" and the written plan identifying the specific needs and services of the "child" at the time of placement, the caregiver shall ask the placement social worker, at a minimum, all of the following Pre-Placement Questionnaire questions [Section 89468, Admission Procedures, subsections (b)(1) through (10)].

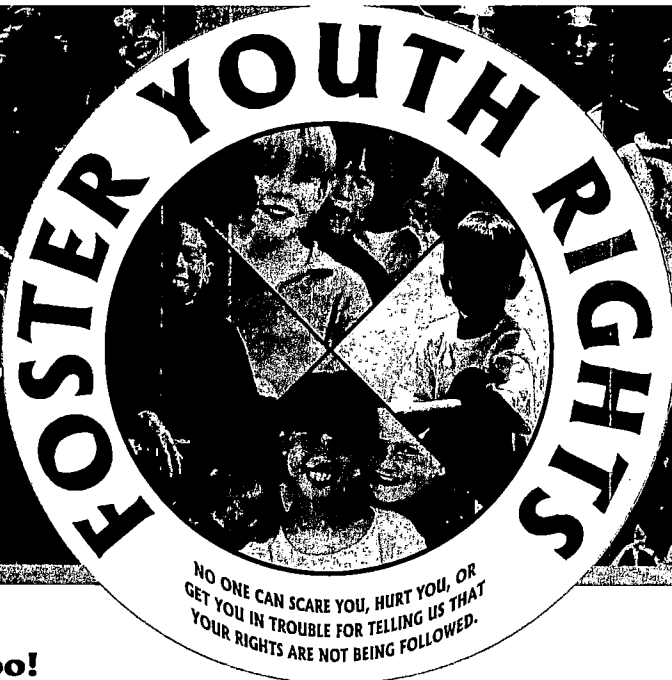
CAREGIVER NAME

DATE

CHILD'S NAME

1. Does the "child" have any allergies? (i.e. any medications, peanuts, strawberries, dogs, cats, etc.)
2. Does the "child" have a history of infections or contagious diseases?
3. Is the "child" taking any prescription medications?
4. Does the "child" have physical limitations? Is any special care needed?
5. Does the "child" have any medical conditions I should know about? (i.e. diabetes, epilepsy, etc.)
6. Does the "child" have any mental health conditions I should know about? (i.e. schizophrenia, bi-polar disorder, etc.)
7. Does the "child" have a history of suicide attempts?
8. Does the "child" have any behavioral problems? (i.e. drug abuse, running away, or starting fires, etc.)
9. Does the "child" have a history of physical or sexual abuse?
10. Does the "child" act out sexually?

OLD



YOU have RIGHTS too!

YOU HAVE THE RIGHT TO LIVE IN A SAFE, COMFORTABLE HOME WITH:

- ◆ enough clothes and healthy food
- ◆ your own place to store your things
- ◆ an allowance (If you are in a group home)
- ◆ a phone that you can use to make confidential calls (unless a judge says you cannot)

YOU HAVE THE RIGHT TO:

- ◆ be treated with respect
- ◆ go to religious services and activities of your choice
- ◆ send and get unopened mail (unless a judge says someone else can open your mail)
- ◆ contact people who are not in the foster care system (like friends, church members, teachers, and others)
- ◆ make contact with social workers, attorneys, probation officers, CASAs, foster youth advocates and supporters, or anyone else involved with your case
- ◆ be told about your placement by your social worker or probation officer

NO ONE CAN:

- ◆ lock you in a room or building (unless you are in a community treatment facility)
- ◆ abuse you physically, sexually or emotionally for any reason
- ◆ punish you by physically hurting you for any reason
- ◆ look through your things unless they have a good and legal reason

YOU HAVE RIGHTS AT COURT TOO. YOU CAN:

- ◆ go to court and talk to the judge
- ◆ see and get a copy of your court report and your case plan
- ◆ keep your court records private, unless the law says otherwise
- ◆ be told by your social worker or probation officer and your attorney about any changes in your case plan or placement

YOU HAVE HEALTH RIGHTS. YOU CAN:

- ◆ see a doctor, dentist, eye doctor, or talk to a counselor if you need to
- ◆ refuse to take medicines, vitamins or herbs (unless a doctor or judge says you must)

YOU HAVE SCHOOL RIGHTS. YOU CAN:

- ◆ go to school every day
- ◆ go to after-school activities right for your age and developmental level



Remember your rights.
Also remember that the foster parent's or group home's job is to supervise you and keep you safe and healthy.

If you feel you are being discriminated against because of, but not limited to, your sex, race, color, religion, or for any other reason, please contact the Foster Care Ombudsman Help-line.



YOU HAVE THE RIGHT TO DO SOME THINGS ON YOUR OWN. YOU CAN:

- ◆ have your own emancipation bank account (unless your case plan says you cannot)
- ◆ learn job skills right for your age
- ◆ work, unless the law says you are too young
- ◆ manage the money you earn (if right for your age, developmental level and it's in your case plan)
- ◆ go to Independent Living Program classes and activities if you are old enough

YOU HAVE FAMILY RIGHTS TOO. YOU CAN:

- ◆ visit and contact your brothers and sisters (unless a judge says you cannot)
- ◆ contact parents and other family members, too (unless a judge says you cannot)

YOU HAVE OTHER RIGHTS TOO. YOU CAN:

- ◆ tell the judge how you feel about your family, lawyer, and social worker
- ◆ tell the judge what you want to happen in your case
- ◆ have your own lawyer
- ◆ live with a family member if that would be a safe place
- ◆ call the Foster Care Ombudsman Office and Community Care Licensing at any time
- ◆ get help with school if you need it



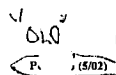
Call the FOSTER CARE OMBUDSMAN at:
1-877-846-1602 (It's a free call!)

Remember: What you tell us is private (except in certain circumstances).

Or, write to us at:
Foster Care Ombudsman
744 P Street, MS 9-025
Sacramento, CA 95814

Or, fill out the "Complaint Page" on our website:
www.fosteryouthhelp.ca.gov
Or, send us e-mail:
fosteryouthhelp@dss.ca.gov

The Office of the State Ombudsman wishes to thank the Los Angeles Affiliate of the National Association of Counsel for Children for their pioneering efforts to inform youth of their rights in the juvenile system. The State Ombudsman Office wishes to thank the Center for Families, Children & the Courts, Administrative Office of the Courts, for their assistance with printing and distribution.



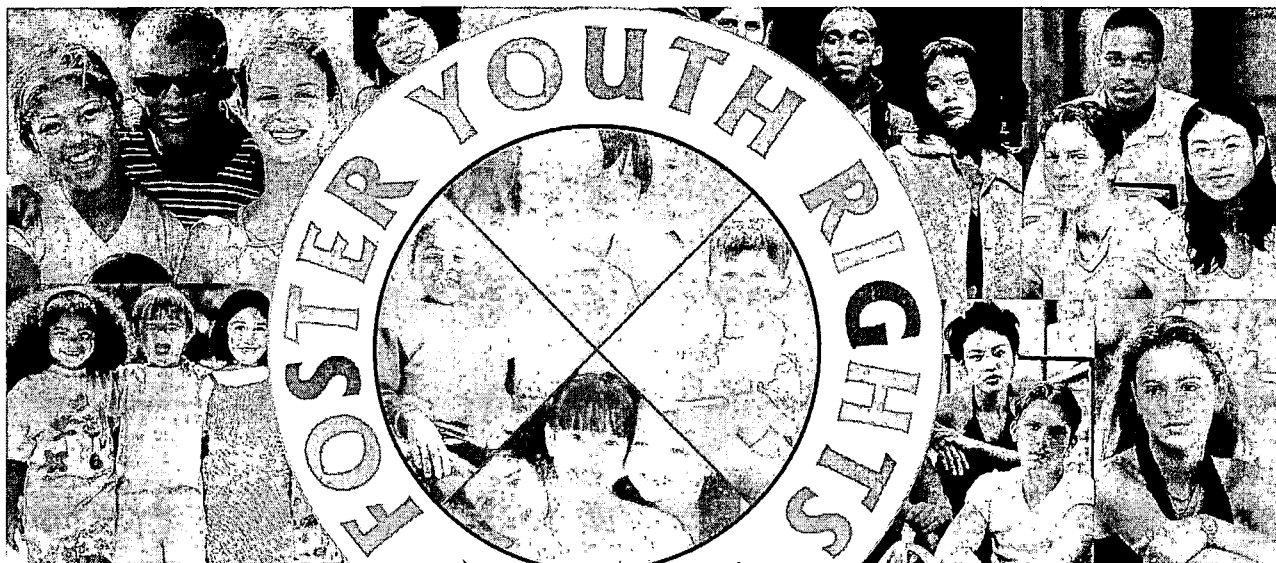
STATE OF CALIFORNIA
 Gray-Davis, Governor

HEALTH AND HUMAN SERVICES AGENCY
 Grantland Johnson, Secretary

DEPARTMENT OF SOCIAL SERVICES
 Rita-Saenz, Director



NEW



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YOU HAVE THE RIGHT TO LIVE IN A SAFE, COMFORTABLE HOME WITH:

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- ◆ go to school every day
- ◆ go to after-school activities right for your age and developmental level

BEING TREATED DIFFERENTLY

If you feel you are being harassed or discriminated against because of your sex, race, color, religion, sexual orientation, ethnic group, ancestry, national origin, gender identity, mental or physical disability or HIV status, or for any other reason, you should call the Foster Care Ombudsman Help-line for assistance.

AMENDED

Remember your rights. Also remember that the foster parent's or group home's job is to supervise you and keep you safe and healthy.

NEW

YOU HAVE THE RIGHT TO DO SOME THINGS ON YOUR OWN. YOU CAN:

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- ◆ tell the judge what you want to happen in your case
- ◆ have your own lawyer
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- ◆ call the Foster Care Ombudsman Office and Community Care Licensing at any time
- ◆ get help with school if you need it



Call the FOSTER CARE OMBUDSMAN at:
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Remember: What you tell us is private (except in certain circumstances).

Or, write to us at:
Foster Care Ombudsman
744 P Street, MS 9-025
Sacramento, CA 95814

Or, fill out the "Complaint Page" on our website:
www.fosteryouthhelp.ca.gov
Or, send us e-mail:
fosteryouthhelp@dss.ca.gov

The Office of the State Ombudsman wishes to thank the Center for Families, Children & the Courts, Administrative Office of the Courts, for their assistance with printing and distribution.

